**Formatting a Research Paper Using MLA Style Rubric**

**Grading Rubric for Activity #4**

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| --- | --- |
| **Requirements** | **Pts** |
| Report is printed; pages placed in sequential order; stapled in upper left corner | 3 |
| Line 1 is student’s first and last name | 2 |
| Line 2 is instructor name | 2 |
| Line 3 is course name | 2 |
| Line 4 is date | 2 |
| Lines 1-4 are left aligned | 2 |
| Line 5 is the title, centered | 2 |
| Title is in Title Case | 2 |
| Text is Times New Roman, size 12 | 2 |
| Title is not bold, underlined, or italic | 2 |
| Margins are all 1” | 2 |
| Line spacing is double | 2 |
| Header is last name and pg number; right aligned | 2 |
| Paragraphs are tabbed | 2 |
| Body text is left aligned | 2 |
| Quote #1 is preceded by a colon | 2 |
| Quote #1 starts on new line | 2 |
| Quote #1 indented 1” | 2 |
| Quote #1 no quotation marks | 2 |
| Quote #1: where we live (44). | 2 |
| Article title is in quotation marks “It’s Still Growing” | 2 |
| Quote #2: “the existing . . . square miles” | 2 |
| Quote #2: shows miles” (4). | 2 |
| Quote #3: “phase out . . .ozone layer” | 2 |
| Quote #3: shows layer” (Lemur 15). | 2 |
| Quote #4: “the levels of . . . Montreal Protocol” | 2 |
| Quote #4 shows: Protocol” (12). | 2 |
| Line above chart has the word *Time* in italics | 2 |
| Line below chart begins with: Fig. 1. | 2 |
| 3rd line below chart has the word *Time* in italics | 2 |
| Following text shows article title in quotes “The Success of the Montreal Protocol” | 2 |
| Quote #5: “In 1995, . . . year 2020” | 2 |
| Quote #5 shows: year 2020” (78). | 2 |
| Works Cited page starts on a new page | 2 |
| Title on page is centered and in Title Case | 2 |
| Rest of text is left aligned and hanging indent | 2 |
| Entries on page are in alpha order | 2 |

Note: the following lines will not wrap at the same place as the report. Refer to answer key for correct wrapping. Entries below should be graded to format, order, italics, quotes, and punctuation marks.

|  |  |
| --- | --- |
| Farwell, Max, III. *A Comparison of the Most Dangerous Ozone* | 5 |
| *Depleting Chemicals*. New York: Only Science Publishing, |  |
| 2004. Print. |  |
| Lemur, Cyndi, and Dylan Jennings. *The Montreal Protocol Explained*. | 5 |
| Boston: Green Publishing, 2006. Print. |  |
| Mezmer, Rudolph. “It’s Still Growing.” *Discover* 22 Mar 2009: 4-7. | 5 |
| CD-ROM. |  |
| Montgomery, John Gerald. *An Analysis of the Composition of Ozone* | 5 |
| *Depleting Chemicals*. Chicago: Blastiff Books, 2006. Print. |  |
| Mortimer, Otto. “What is the Greenhouse Effect All About?” *National* | 5 |
| *Geographic* 05 June 2002: 27+. Print. |  |
| **Total Points Possible = 100** | **Your Score** |