

# Term Paper Evaluation Worksheet

Course: \_\_\_\_\_ Student: \_\_\_\_\_

Term Papers are evaluated using an equally weighted combination of three factors: 1) Style and Format; 2) Research Effort; 3) Analysis and Argument

## ***1) Style and Format:***

ORGANIZATION: Provide a clear introduction, setting out the central topic(s) or question(s), and how the paper will proceed to address them. This is followed by a systematic exposition of ideas, not straying from the topic, and leading to a conclusion summarizing the main points in the paper.

STYLE: This involves elements such as the grammar, literacy, intelligibility of expression, proper citing of sources, consistency of footnote and bibliography style.

## ***2) Research Effort***

The main window to research effort is the bibliography. Are relevant and important citations correctly identified? For current affairs topics, this will involve the use of sources which are current to the date of submission. For theoretical papers, are the key foundational articles and most recent extensions properly identified?

Beyond this, the paper is examined to verify that there is appropriate use of the relevant sources. Particular attention is also given to assessing *whether the paper topic related to course themes* and, where appropriate, to selected course readings.

## ***3) Analysis and Argument***

ARGUMENT: Do you present a coherent and reasonable argument? Is it consistent with, and supported by, your evidence? Is it logically consistent? Does it take into account major counter arguments?

It is not necessary to present *original* analysis. What is important is that arguments and analysis which have been made by others have been correctly understood.

## ***4) Other Factors***

It is essential that norms of academic honesty be followed. The reader of the paper ought to be able to recreate the process by which the paper was written by verifying the citations which are given in the paper. It is not acceptable to paraphrase an article and not provide adequate citation. It is even more unacceptable to reproduce sections of an article or book verbatim without first placing quotations around the citation and accurately referencing the source.