

ILA Format Feedback Sheet (Papers)

Student name: _____

Class: _____

Category	Description	Value	Points / Comments
Title page	Running Head: TITLE inside header (1) with page number 1 (1)	2 points	
Title page	Title with 1 st Letters Capitalized, (.5) Student Name, (.5) Charter College (.5) (centered vertically & horizontally & double-spaced) (.5)	2 points	
Abstract page	TITLE with page number 2 in header (without Running head:) (1) Abstract (centered) (1) Left-justified (no tabs) and double-spaced (1)	3 points	
Page 2 +	TITLE with page number (in header) (.5 for each page maximum 2)	2 points	
Page 3	Title (with 1 st Letters Capitalized)	1 point	
Page 3 +	Tab indentation for each new paragraph	1 point	
Page 3+	Citations in () with last name(s), date (1 for each maximum 5)	5 points	
Font	12 point Times New Roman	1 point	
Spacing	Double-spaced throughout (Watch for extra spaces between paragraphs)	2 point	
Margins	1 inch all around	1 point	
References page	References (typed in bold and centered)	1 point	
References page	Alphabetical order with format (Double spaced, 1 st line long, 2 nd line tabbed, no underlining, author's last name, initial, etc.)	9 points	
		30 points	