Name _____   Science topic _____

Informational Writing Checklist

I have the following things included in my report:	YES √
• A title that catches the attention of readers centered at the top of the page and my name centered underneath: Crash Dummies by Ralph Nader	
• An introductory paragraph that introduces your topic and "hooks" your readers (3-5 sentences)	
• The body that is well-organized into at least 3 subtopics, and each subtopic gets a heading: Testing Seat Belts	
• Each paragraph in the body is well-organized—each has a topic sentence and several additional sentences with important facts and details to support the topic sentence.	
• At least one of my paragraphs has a direct quotation from one of my sources.	
• At least one of my paragraphs has an image, which could be a photograph, a chart, or a graph	
• OPTIONAL—I even added a link to a video or audio clip to one paragraph	
• A concluding paragraph that quickly summarizes my main points, wraps up what I want to say, and gets my biggest idea across	
• OPTIONAL—I even included a glossary (to define domain-specific vocabulary).	
• Bibliography (I used at least three credible sources, and I cited my sources, using the format my teachers asked me to use).	
• I PROMISE THAT I DID NOT PLAGIARIZE. I TOOK NOTES WITHOUT COPYING.	
• I used formal language (no slang, contractions, abbreviations, and no first or second person pronouns.	
• I used domain-specific language (proper scientific terms).	
• I used transition words and phrases to connect ideas.	
• I followed the rules for correct spelling, punctuation, capitalization, grammar, and usage.	
• I asked my Learning Coach for help before I handed in my rough draft. I listened to their advice and followed it without complaining.	

Name_____ Project_____

Title of source	Date found	Date published
Author (last, first)		
Web address		
Quotes and other notes		

Title of source	Date found	Date published
Author (last, first)		
Web address		
Quotes and other notes		

Title of source	Date found	Date published
Author (last, first)		
Web address		
Quotes and other notes		

Title of source	Date found	Date published
Author (last, first)		
Web address		
Quotes and other notes		

Title of book	Title of article	Date published (or edition)
Author (last, first)		
Publisher	Place of publication	
Quotes and other notes		

Title of book	Title of article	Date published (or edition)
Author (last, first)		
Publisher	Place of publication	
Quotes and other notes		

Title of book	Title of article	Date published (or edition)
Author (last, first)		
Publisher	Place of publication	
Quotes and other notes		

Title of book	Title of article	Date published (or edition)
Author (last, first)		
Publisher	Place of publication	
Quotes and other notes		

Book
Author last name, author first name. *Book title.* Publication city: publishing company, publication year. Print.

Journal Article
Author last name, author first name. "Article title." *Journal title.* Volume number. Issue number (publication year): page numbers. Print.

Magazine Article
Author last name, author first name. "Article title." *Magazine title.* Date published: page numbers. Print.

Encyclopedia Article
Author last name, author first name. "Article title." *Encyclopedia title.* Edition. Publication City: Publication Company, publication year. Print.

Newspaper Article
Author last name, author first name. "Article title." *Newspaper title.* Date published: page numbers. Print.

Website
 "Article title." Website publisher. The most recent date the website was published/updated. Web. The date you went to the site.

EXAMPLES
Book (One Author)

Ruechel, Julius. *Grass-Fed Cattle.* New York: Storey Publishing, 2006. Print.

Book (Multiple Authors)

Fonda, Alison, and Jim Terezian. *Banking in NYC.* New York: Random House, 2000. Print.

Book (Editor)

Johnson, Elliot J., ed. *Handbook of No-Till Agriculture.* Kansas City: CRC, 1993. Print.

Journal Article (One Author)

Powell, Hope D. "Implementation of GIS in Soil Analysis." *Soil Technology.* 47 (2003): 295-308. Print.

Journal Article (Multiple Authors)

Maddox, Alex L., Anna Ali, and Jamie McNamara. "Effect of Visiting Animals on Patient Recovery." *Hospital Observations.* 58.6 (2003): 12-18. Print.

Magazine Article

Fellon, Brad. "Aurora Borealis." *Travel.* May 2004: 36-41. Print.

Encyclopedia Article

Jones, Alessia. "Certificates of Deposit." *Encyclopedia of Finance.* Ed. James Michael Norton. 2nd ed. San Francisco:
Macmillan, 2001. Print.

Newspaper Article

Corvallis, Patrick. "Development Threatens Farmland." *Mesilla Valley Bulletin.* 8 Apr. 2004: A3. Print.

Website

"Discoveries: Why a Space Telescope?" NASA, 2020. Web. 8 Dec. 2020.