**First Draft – Checklist**

\_\_\_\_\_ Your first draft is not required to have a title page or a bibliography attached.

\_\_\_\_\_ Is your paper typed with -inch margins, 12-point font (New Times Roman) and double-spaced?

\_\_\_\_\_ Have you removed any extra ½ spaces between your paragraphs?

\_\_\_\_\_ It is between 5-6 pages in length including footnotes or endnotes?

\_\_\_\_\_ Are all pages numbered?

\_\_\_\_\_ Is your paper in past tense?

\_\_\_\_\_ Have you avoiding using passive verbs (is, am, are, was, were, be, being, been) when possible?

\_\_\_\_\_ Are quotations over 3 lines long single-spaced and indented as a block quote?

\_\_\_\_\_ Are your footnotes or endnotes formatted correctly using Chicago Manual of Style (Turabian)?

\_\_\_\_\_ Have you submitted your paper to <http://turnitin.com> in the “Family History Rough Draft” section under US Women’s History. To enroll in turnitin, please enter the class ID number (15777849) and class enrollment password (Martha) during registration.

**Due Date: Friday, October 20, 2017 by 11:00 a.m.**

Possible Points: 0-100