MIS552 Term Paper Checklist
The following criteria will be used in grading your Term Paper.

**Format**
- Papers should be double spaced.
- Use Calibri Font, 12pt, black color for all text.
- Do not use any header or footer information.
- Include your name and the class number (MIS 552), title, and the date at the top of the first page.
- Place your references at the end of your paper on a separate page titled References.

**Grammar**
Some of the most common mistakes in previous semesters include:
Using contractions such as don’t, can’t, and shouldn’t.
Using first or second person (I or you).
Failing to capitalize Internet or Web.
Ending a sentence with a preposition.
Subject – Verb agreement (i.e. the people *is* instead of the people *are*).

**APA format**
Include in-text citations in (author, date) format.
Format you reference list using a hanging indent.
Single space your reference list and include one blank line between references.
Sort your reference list alphabetically.
If no date is provided, use n.d.

**References**
References may include Journals, magazines, newspapers, books, and credible Websites.
*Do not use any information in your response from the following:*
  - Wikipedia, Webopedia, or any Website that includes “opedia” as part of the domain name.
  - Dictionary.com
  - Websites that present themselves as reference sites, but do not include an author for the materials presented.

Make sure your references are dated 2007 or later and limit your use of n.d. to no more than 2 references in your paper.