

### Rough Draft Checklist

#### Required Sections

- Cover page
  - Body of your paper (start on a new page)
    - Utilize the main headings from the outline (without the roman numerals)
    - Note that in place of using the heading “Introduction,” you will replace it with the full title of your paper. The title of your paper will not be in bold; however, all other main headings will be **bolded**.
  - References (start on a new page)
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### Final Draft Checklist

#### Required Sections

- Cover page
  - Abstract (250 words or less, do not indent, double-space)
  - Body of your paper (start on a new page)
    - Utilize the main headings from the outline (without the roman numerals)
    - Note that in place of using the heading “Introduction,” you will replace it with the full title of your paper. The title of your paper will not be in bold; however, all other main headings will be **bolded**.
  - References (start on a new page)
- 

- The Running Head and page numbers belong in the header of the document, not in the body of the document.
- All margins should be 1”
- Everything should be double-spaced, make sure you do not have extra space before or after each line.
- Utilize a consistent font throughout your paper, including the text in the header of your paper (12 pt., Times New Roman).

Title of Your Paper

Student Name

San Jose State University

Abstract

The abstract will be 250 words or less. It will serve as a summary of your paper, and should cover all of the major points and findings. It will be a single paragraph, and will not be indented.

The abstract will be the only text on this page.





















