NAME

Content
Not enough of your own work – the most serious flaw
Inaccurate statements
Contradictory statements
Poor or incomplete understanding of material
Needs more focus; topic is too broad
Clarification required
Conclusions not supported by evidence provided
Does not focus on stated goals
Too cursory treatment of subject
Lack of musical examples, charts, tables, diagrams, or illustrations
No introduction or conclusion
Undefined jargon

Organization – usually related to problems in the outline
Organizational problems
Disjointed
Does not follow outline
No subheadings
Material not covered in a logical progression
Excessive clutter – material in text that should be in informational footnote
Rambles
Introduction of new ideas in conclusion (ok to suggest topics for further exploration)

Sources
Too few
Excessive reliance on one or two sources
Excessive reliance on the textbook
Too many internet sources
Important source(s) missing
New Grove not consulted
Poor or superficial sources
Outdated sources
Source cited in text without footnote reference

Bibliography
Absence of Bibliography
Too limited
Formatting problems or missing city or publisher reference
Line spacing – single space within entry, double space between entries
2\textsuperscript{nd} line of each entry not indented
Book or journal title must be in italics, not plain or underline
Punctuation
Font issues
Formatting of successive citations by the same author
Entries not in alphabetical order

Footnotes
Absence of footnotes
No citation footnotes or missing page citation
Too few
Unacceptable format: non-Humanities/Arts style citations
Use of another author’s ideas or words without citation
Formatting problems or missing city or publisher reference
Book or journal title must be in italics, not plain or underline
Spacing
Punctuation
First footnote of a source abbreviated
2\textsuperscript{nd} and following citations of same source not abbreviated
Use of Ibid – strongly discouraged
Footnote not on same page as footnote reference
Formatting or placement of footnote reference in text
Font issues
Footnoted source not included in bibliography
One footnote used for multiple references
Footnotes reference numbers start over on each successive page

Quotes
Format
No introduction to quote
Quotes of material that should be paraphrased instead
Too many quotes
Text quote instead of block quote or block quote instead of text quote
Block quote format or indentation
Block quote must be single space
Punctuation
Lack of citation
Font issues
Another author’s words used without quotation marks &/or citation

Paper Format
No page numbers or incorrect formatting of page numbers
Subheading spacing and formatting
Subheading appears at bottom of page – move to top of next page
Incorrect margins and /or indentation
Font problems – too big, too small, too light, inconsistent, color
Long tables and charts must begin at the top of the page
Foreign terms not italicized
Formatting of book or composition titles
Formatting of musical examples, charts, tables, diagrams, or illustrations
Lack of author or composer’s full name at first mention in text
Lack of composer, historical figure, or poet’s dates at first mention in text
Musical example, chart, table, diagram, or illustration caption not on same page,
caption problems
Number or date formatting in text
Visual appearance is cluttered or unattractive
No paper title
No author indicated
Excessively long or short paragraphs
Spacing between paragraphs, lines, words, or symbols – too little or too much
Too few or too many pages

Mechanics & Grammar

Grammatical problems
Communication problems – words do not convey meaning
Run-on sentences aka comma splices
Sentence fragments aka incomplete sentences
Misspellings, one word divided into two
Made up words
Homonym problems
Proof reading
Typographical errors
Problems with possessives, plurals, & contractions
“it’s” instead of “its” and vice versa (it’s = it is)
Punctuation problems (commas, periods, semicolons, colons)
Quotation mark format or punctuation
Singular/plural agreement
Tense agreement, inconsistency, or change
Participle agreement
Capitalization issues
Dangling participle
Use of adjective as adverb or noun as adjective, etc.
Hyphens in “century” (seventeenth century, but seventeenth-century music [when used as an adjective])
That/which
That/who
Who/whom
“Try and” instead of “try to,” “in regards to” instead of “in regard to” or “regarding,” “towards” instead of “toward”
“Due to” used at the beginning of a sentence
Misplacement of “only,” “both,” or similar such modifiers
Incorrect prepositions
Sentence concluded with a preposition
Split infinitive
Problems with articles (a, an, the, etc.)

**Style**

Lack of concision, does not get to the point in a timely fashion
Too many repeated words or phrases
Same word(s) or phrase(s) used to begin consecutive sentences or paragraphs
“However” at the beginning of a sentence (only advisable in special circumstances)
Colloquialisms or inappropriately informal language
Overuse of ( )
Overuse of “to be,” (eg., being) “to do,” “to make,” or other weak verbs
Overuse of “-ing” words
Overuse of “of”
Too much passive voice
Inappropriate use of 1st person
Too subjective, sweeping statements, or platitudes
Too many sentences of the same length and construction
Excessive reliance on pronouns
Awkward phrasing
Too wordy
Inaccurate or imprecise word choice
Inappropriate change of voice

**Miscellaneous**

Pages are not stapled (they should be)
Missing or late topic/outline
Change of topic without approval
Cover page counted as a page
Late paper