## BACKGROUND/POSITION PAPER EVALUATION SHEET

**TO BE COMPLETED BY STUDENT**

<table>
<thead>
<tr>
<th>CLASS</th>
<th>SQUADRON</th>
<th>FLIGHT/CHALK</th>
<th>DATE</th>
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<tr>
<th>TYPE OF PAPER</th>
<th>BACKGROUND</th>
<th>POSITION</th>
<th>TOPIC</th>
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**TO BE COMPLETED BY EVALUATING OFFICER**

### 1. FORMAT (-2 pts each error; max -2 pts each category)

- a. File is named with correct file naming convention
- b. One-inch margins are used on all 4 sides
- c. All text is Times New Roman size 12
- d. Title is on three separate lines (First line: "BACKGROUND or POSITION PAPER" Second line: "ON" Third line: "SUBJECT")
- e. Title is center-justified, double-spaced, and ALL CAPS
- f. Body text begins on third single-spaced line after title
- g. Body text is double-spaced
- h. Paragraphs and subparagraphs are numbered/lettered correctly
- i. Identification line is formatted properly
- j. Identification line is on first page only
- k. Identification line and page numbers are 1" from bottom of page in footer
- l. One blank line separates body and identification line/page number
- m. Page numbers begin on page two and are numbered thereafter
- n. Paper meets assignment length requirements (paper length does not include references)
- o. References are cited using notes and end notes IAW *Air University Style and Author Guide*

### 2. MECHANICS (-2 pts each error; max -6 pts each category)

- a. One space is used after terminal punctuation
- b. Two spaces are used after a number begins a paragraph
- c. Numbers ≥10 are written out numerically; ≤ nine spelled out (see Tongue and Quill for exceptions)
- d. Paper is written in third person
- e. Abbreviations/Acronyms written out on 1st use (unless on approved list); abbrv/acronym used exclusively after
- f. Spelling
- g. Grammar
- h. Punctuation
- i. Sentences are well-constructed
- j. Word choice is effective and professional

### 3. CONTENT (-5 pts each error; max -10 pts each category)

- a. Body begins with introduction paragraph
- b. Introduction paragraph states the main topic and main points
- c. Sufficient main points are used (Background Paper: 3; Position Paper: 3+)
- d. Main point pattern is according to requirements
- e. Topic & main points match briefing
- f. Main points support overall topic/position
- g. Main points are supported by facts and references
- h. Opinions are supported with logical reasoning
- i. Opinions are supported by references
- j. Paper concludes with conclusion paragraph
- k. Conclusion paragraph restates the main topic and main points

### 4. REFERENCES (-10 pts)

- a. Required number of sources are used
- b. References are both credible and relevant
- c. No foreign language references are used

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**TOTAL (-40 pts max)**

**TOTAL (-20 pts max)**

**TOTAL (-30 pts max)**

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**HOLMCENTER FORM 9, 20140806**

**PREVIOUS EDITIONS ARE OBSOLETE.**
### MANDATORY REQUIREMENTS (-21 pts for each Unsatisfactory)

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<thead>
<tr>
<th>ORIGINAL WORK: Any work that is not original to the author must be cited. If it is not cited it is considered plagiarism. Any sentence that utilizes quotation marks and does NOT include a reference is considered plagiarism.</th>
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<tr>
<th>MET OBJECTIVE: For Background Paper: Paper informs and provides background information to the reader. For Position Paper: Paper advocates for or takes a stand on a topic or position.</th>
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<th>PROFESSIONAL CONDUCT: Paper composed professionally and content is respectfully communicated (i.e. profanity)</th>
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### OVERALL SCORE

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<th>EVALUATING OFFICER COMMENTS (OPTIONAL)</th>
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<th>EVALUATING OFFICER SIGNATURE DATE</th>
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<th>RANK/NAME OF EVALUATING OFFICER</th>
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I have read and understand the comments regarding my performance. I do / do not wish to make a written statement.

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<th>STUDENT INITIALS DATE</th>
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