

CSB Writing Rubric	Style and Format	Mechanics	Content and Organization
4 – Exemplary	<ul style="list-style-type: none"> - In addition to meeting the requirement for a “3,” the paper is consistent with the CSB Style Manual throughout. - Models the language and conventions used in related scholarly/professional literature. - Would meet the guidelines for a professional publication. 	<ul style="list-style-type: none"> - In addition to meeting the requirements for a “3,” the paper is essentially error free in terms of mechanics. - Writing flows smoothly from one idea to another. - Transitions help establish a sound scholarly argument and aid the reader in following the writer’s logic. 	<ul style="list-style-type: none"> - In addition to meeting the requirements for a “3,” the paper excels in organization and presentation of ideas related to the topic. - Raises important issues or ideas that may not have been represented in the literature cited. - Would serve as a good basis for further research on the topic.
3 – Accomplished	<ul style="list-style-type: none"> - While there may be many minor errors, CSB Style Manual conventions for style and format are used consistently throughout the paper. - Demonstrates thoroughness and competence in documenting sources; the reader would have little difficulty referring back to cited sources. - Style and format contribute to the comprehensibility of the paper. 	<ul style="list-style-type: none"> - While there may be many minor errors, the paper follows normal conventions of spelling and grammar throughout. - Errors do not interfere significantly with comprehensibility. - Transitions and organizational structures such as subheadings are used that help the reader move from one point to another. 	<ul style="list-style-type: none"> - Follows all requirements for the paper. - Topic is timely and carefully focused. - Clearly outlines the major points related to the topic; ideas are logically arranged to present a sound scholarly argument. - Paper is interesting and holds the reader’s attention. - Does a credible job summarizing related literature.
2 – Developing	<ul style="list-style-type: none"> - While some of the CSB Style Manual conventions are followed, others are not. Paper lacks consistency of style and/or format. - It may be unclear which references are direct quotes and which are paraphrased. Based on the information provided, the reader would have some difficulty referring back to cited sources. - Significant revisions would contribute to the comprehensibility of the paper. 	<ul style="list-style-type: none"> - Frequent errors in spelling, grammar (such as subject/verb agreements and tense), sentence structure and/or other writing conventions make reading difficult and interfere with comprehensibility. - Writing does not flow smoothly from point to point; lacks appropriate transitions. 	<ul style="list-style-type: none"> - While the paper represents the major requirement, it is lacking in substantial ways. - The content may be poorly focused or the scholarly argument weak or poorly conceived. - Major ideas related to the content may be ignored or inadequately explored. - Overall, the content and organization needs significant revision to represent a critical analysis of the topic.
1 - Beginning	<ul style="list-style-type: none"> - CSB Style Manual conventions are not followed. - Fails to demonstrate thoroughness and competence in documentation. - Lack of appropriate style and format make reading and comprehensibility problematic. 	<ul style="list-style-type: none"> - Paper contains numerous errors in spelling, grammar, and/or sentence structure that make following the logic of the paper extremely difficult. 	<ul style="list-style-type: none"> - Analysis of existing scholarly/professional literature on the topic is inadequate. - Content is poorly focused and lacks organization. - The reader is left with little information about or understanding of the paper’s topic.