

Updated Guidelines for work submitted in ENGL 1213.A1, Fall 2010
Oct. 21, 2010

Failure to follow any of these guidelines may result in a grade penalty, at the discretion of the professor.

Assignments are due at the beginning of class on the day specified. Grades for late papers will be divided by 2.

No cover page!

A communicative title centered on the first page.

Your name centered on the single-spaced line beneath the title.

All text below your name will be double spaced, and left justified.

Each new paragraph will be indented five spaces.

Each page after the first must have a number on it.

Refer to authors of other works by their family name, not their first name.

When referring to a word as a word, rather than using it as a signifier, put it in quotation marks. For example, “Logic” bounces off “Faith” several times, to indicate that faith is stronger than logic.

The titles of essays, poems, and journal articles should be placed between quotation marks (e.g. “Faith,” “Politics and the English Language”) and the titles of books and journals should be italicized. The general rule makes the title of independent works italic, and puts the titles of works published within something else in quotation marks.

Staple your pages together. Put the copy you want the marker to read on top, the peer reviews below that, and the draft your reviewers saw below that. Staple the whole collection together.

Feel free to proofread the hardcopy, and correct or change what you see using a pen (i.e. not a pencil).

Be sure to have a complete electronic file of the document for insertion into your webfolio. This file should be an exact copy of the paper you submit, although you can make changes to it after your assignment is returned, and before the document is posted for all to see.

Proofread your work. From this date forward, if I see in your paper more than a couple of mistakes that could have and should have been caught and corrected before submission, your grade will suffer even more than it has up to this point in the term.