

Name _____

Note: Attach this document to your paper with a paperclip. Do not staple.

		Basics – Assignment Accomplish the learning goals of this paper.
		(Please leave this section blank for my comments)
30%	1	Basics – Format Double-space, 12-point Times NR, one-inch margins.
	2	Basics - Pagination Limit three lines above or below page length. Number all pages. Single-space name, course, and paper title on first page. Avoid empty lines between paragraphs.
10%	3	Organization – Forecast Preview each major section of your paper in a single sentence placed within your introduction.
	4	Organization – Review Summarize each major section of your paper in a single sentence placed within your conclusion.
20%	5	Paragraphs – Topic Sentences Forecast main idea in topic sentence.
	6	Paragraphs – Body Sentences Avoid fragments; employ subject and verb.
	7	Paragraphs – Length No mini-graphs or paragraphs exceeding a page.
	8	Paragraphs – Transitions Develop a justification to shift from paragraph to paragraph. Never begin or end a paragraph with quoted material.
20%	9	Evidence – Course Readings As assignment requires, include meaningful quotations (and/or paraphrases with citation) from readings.
	10	Evidence – Non-course Readings Attach photocopies from quoted and/or paraphrased pages. Limit one “internet only” source.
	11	Evidence – APA In-Text Citations Include author, year, and (when quoting) page or paragraph number. See <i>APA 5th Ed</i> , pp. 117, 207-214. Here’s an example: Wood (2006) states, “evidence is important” (p. 21). <i>Note placement of period.</i> Block-quote excerpts longer than 40 words.
	12	Evidence - APA Reference Page See <i>APA 5th Ed</i> , pp. 215-281. Reference sheet does not count toward page limit. Also, do not refer to Reference Page as Works Cited.
10%	13	Editing – Grammar and Spelling Edit your work carefully. Note: Beware commonly misused words such as “lose” and “loose.”
	14	Editing – Apostrophes Attend to this oft-misunderstood punctuation mark (particularly the difference between “its” and “it’s”). See <i>Hacker 5th Ed</i> , pp. 256-259. For assignments in this class, do not employ apostrophe for dates (1900s), plural numbers (figures 8s), or abbreviations (IOUs).
	15	Editing – Semicolons Separate independent clauses. See <i>APA 5th Ed</i> , p. 80.
	16	Editing - Quotation Marks and related punctuation Place commas and periods inside quotation marks. See <i>Hacker 5th Ed</i> , pp. 260-266.
	17	Editing – Other Commas: <i>APA 5th Ed</i> , pp. 78-80. Colons: <i>APA 5th Ed</i> , pp. 80-81. Note: Avoid exclamation marks unless you are quoting someone.
10%	18	Prose – Clichés Avoid them. Note: a cliché in quotes is still a cliché.
	19	Prose – Active voice Employ clear, direct prose. Avoid wordiness.
10%	20	Prose – Modifiers Avoid words like “extremely” and “very.”