Name _____

Note: Review and attach this document to your paper with a paperclip. Do not staple.

	Basics – Assignment Accomplish the learning goals of this paper described on the syllabus, explained in classroom conversations, and elaborated in supplemental emails. [ADVICE: Tighten and backdate your deadlines, plan on multiple drafts before submission, and schedule an office hour visit for individual consultation (not editing).]
1	**Basics – Format** Use double-space, 12-point Times New Roman, one-inch "ragged-right" aligned margins [Exception: *single-space* name, course, and paper title on first page]. Number all pages; don't append a title page. Set *line spacing* to avoid empty rows between indented paragraphs.
2	**Basics - Length** Limit three lines above or below page range.
3	**Organization – Forecast** Preview each major section of your paper in a single sentence placed within your introduction paragraph.
4	**Organization – Review** Summarize each major section of your paper in a single sentence placed within your conclusion paragraph.
5	**Organization – Topic Sentences** Forecast main idea in a topic sentence (per paragraph).
6	**Organization – Body Sentences** Employ a subject and verb. Avoid fragments.
7	**Organization – Paragraph Length** Avoid mini-graphs or paragraphs exceeding a page.
8	**Organization – Transitions** Develop a justification to shift from paragraph to paragraph. Never begin or end a paragraph with quoted material.
9	**Evidence – Course Readings** As assignment requires, include meaningful quotations (and/or paraphrases with citation) from readings.
10	**Evidence – Non-course Readings** Attach highlighted photocopies from quoted, summarized, and/or paraphrased pages. Unless otherwise directed, do not use "internet only" sources.
11	**Evidence – APA In-Text Citations** Only include author, year, and (when quoting) page or paragraph number. Do not include article title or extraneous information about authors. Here is an example: Wood (2006) states, "evidence is important" (p. 99). Here is another example: "Evidence is important" (Wood, 2006, p. 99). [NOTE: Block-quote excerpts exceeding 40 words.]
12	**Evidence - APA Reference Page** Append APA style (Sixth Edition) reference page. [NOTE: Unless otherwise stated, reference pages do not count as part of page limit.]
13	**Editing – Grammar and Spelling** Ensure that your work meets professional standards. [ADVICE: Visit Writing Center and COMM Center as needed.]
14	**Editing – Apostrophes** Attend to this oft-misunderstood punctuation mark (especially the difference between "its" and "it's"). Do not use apostrophes for dates (1900s), plural numbers (figures 8s), or abbreviations (IOUs).
15	**Editing – Semicolons** Relate independent clauses. Differentiate comma-using elements. [ADVICE: Visit this website to learn more about semicolon-use: http://bit.ly/9fD93C]
16	**Editing - Quotation Marks** Place commas and periods inside quotation marks. Example: "Edit carefully," Wood said, "and pay attention to detail."
17	**Editing – General Mechanics** Use periods, commas, colons, capitalization, and other tools correctly. [NOTES: Do not capitalize theories. Avoid exclamation marks.]
18	**Prose – Clichés and Hackneyed Phrases** Some phrases are overused ~~at the end of the day~~; avoid them ~~like the plague~~. [NOTE: a cliché in quotes is still a cliché.]
19	**Prose – Active voice** Avoid wordiness or awkward construction. Employ direct prose.
20	**Prose – Empty modifiers** Avoid words like "extremely" and "very."

Note: I'm happy to discuss exceptions to any of these rules/tools prior to deadlines.