

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: <i>single-space</i> name, course, and paper title on first page]. Number all pages; don’t append a title page. Set <i>line spacing</i> 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: 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 – deader than vaudeville ; 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.