

## IMPORTANT WRITING RULES

1. Make sure all margins are one inch (top, bottom, left and right). If you do not know how to set this in Word, ask me and do not just lose the 5%.
2. Do not skip lines (or add extra space) between paragraphs or make the paragraphs more than the standard double-space return apart. Be careful because some Word versions have a 10 point addition to spacing between paragraphs set to automatically apply after every return.
3. Tab indent every paragraph.
4. Do not use contractions.
5. Do not use any form of "I, we, us, you."
6. Write out all numbers less than 100.
7. Do not use the phrases "a lot" or "lots of."
8. Do not use superscript with dates (for example May 9<sup>th</sup>, 2010 should read May 9, 2010 or 9<sup>th</sup> Dynasty should read Ninth Dynasty).
9. There are no spaces between hyphenated words (DO NOT write well- fed >> should be well-fed).
10. Make sure that no quotes stand alone grammatically. Every quote must be introduced in the sentence.
11. Make sure your last page is titled "Works Cited" and not "Bibliography."
12. Make sure the entries on the Works Cited page follow the samples in the Diana Hacker book and the handout I gave to you on the updated April 2009 MLA rules.
13. Make sure all hyperlinks are off (no text at all in a different color or underlined).
14. The punctuation at the end of quotation should be *in* the quotes (i.e., John asked, "How are you?")
15. Do not start sentences with "Then."
16. Make sure every paragraph after the first has a topic sentence. The paragraphs should generally follow the model of topic sentence (which supports the thesis), argument to support topic sentence, fact/quote which proves the argument, analysis/link of fact to argument, and repeat.
17. Read over your paper to catch errors. A large percent of your grade is whether your paper is almost grammar and spelling error-free. When you have finished your "final" draft of the paper, read it out loud because you will often catch mistakes that your eye misses but your ear will pick-up.