

-- Format:

- [] assigned length, 8.5" x 11" paper [] number each page
- [] typed (11 or 12 point) or "C" at most [] 26 lines per page
- [] double-spacing between lines and paragraphs
- [] 1" margins all around [] please do not use a plastic cover
- [] include teacher's name and section ID (e.g., RST 101 K, RST 357 B)

-- Content, argument, style:

- [] helpful title--shows insight [] good content, poor form
- [] first paragraph detailed, effective [] well-written, but content weak
- [] well-focused [] repetition is not development
- [] consistent development [] balanced parallels
- [] formal tone [] avoid glittering generalities (GG)
- [] don't use "you" (2nd person) [] avoid rhetorical questions (RQ)
- [] well-organized [] illogical--"doesn't follow" (non seq.)
- [] argues for a viewpoint [] not just a list of facts
- [] provides analysis, not reactions (RP) [] not just a summary of others' ideas
- [] judicious use of examples, quotes [] not just plot summary w/o analysis (PS)
- [] shows understanding of readings [] understand others before criticizing
- [] deals with assigned topic / readings

-- Mechanics:

- [] syntax (clearly understands the meaning of words)
 - [] Never misuse "hopefully"--If you mean "I hope," say "I hope."
 - [] Don't say "that" when you mean "who."
 - [] "novel" = a work of *fiction* vs. "book" = fiction or non-fiction
- [] spelling
 - [] capitalization [] hyphenization
 - [] accept/except, affect/effect, [] correct use of apostrophe
cannot, its/it's, there/their, it's = it is; its = belongs to it
to/too/two, you're/your (his, hers, theirs, ours, its)
- [] punctuation (, : ; . ? ! ") [] dash (--) vs. hyphen (-)
hyphens connect--dashes separate
- [] underline or *italicize* book titles [] titles of articles in "quotation marks"
- [] complete sentences (inc) [] use two (2) spaces after a period
- [] no run-on sentences (r-o) or [] no contractions (e.g., don't use "don't")
comma splices (CS)
- [] agreement in number [] use gender-neutral language (GNL)
- [] agreement in tense [] PROOFREAD YOUR PAPER! (PYP!)
- [] paragraph
 - [] one idea [] develops theme of the paper
 - [] more than one sentence [] double, not triple space between paragraphs
 - [] indented [] single space & indent long quotations
without quotation marks (ss+i)
- [] Please take this essay to writing lab for help with mechanics.

-- References (originality):

- [] the overall work must be demonstrably your own
- [] use evidence, authority, or argument to support your conclusions (EV)
- [] give credit where credit is due (REF) [] page refs for paraphrases (PR)
- [] cite chapter and verse of scripture references (CH:VV): "He wept" (Lk 19:41).
- [] a space precedes left quotation marks (") and left paren -- (. For example:
Supply the source of paraphrases (RS, 123). Employ "quotation" (HS, 64).
Ask "questions?" (MW, 23). Retain their "exclamation!" (WO, 76).

Note Well: Consistent disregard of grammatical standards means that a student will receive no higher than a **C-, D or F** on the essay, *regardless of other merits.*

A 95-100	B+ 86-89	C+ 74-77	D 60-65
A- 90-94	B 82-85	C 70-73	F 59 and below
	B- 78-81	C- 66-69	

You may break all these rules

[] See me or else you will receive a zero on this paper

AFTER you learn them.