Paper Reminders

1) Perfection!! Read your paper multiple times & not all at once, sleep on it and read it again.

2) 12 pt. Courier or Times New Roman/Double Spaced/Standard Margins

3) Title Page- Title/Name/Date. Place this a third of the way down. 12 pt. and same font as your paper. No pictures.

4) Introduction

-Overview

-Thesis Statement

Body

-Correct spelling (Their, They’re, There, etc.)

-No subtitles

-Use paragraphs

-Make it flow (transitional sentences)

Conclusion

-Wrap it up

-State the thesis again

5) Do NOT write like you talk! Also, this is not a text message or an email to a friend.

6) Bibliography/Works Cited

-Follow format on handout

-Use multiple reliable sources to cross check your information

7) No longer than 6 pages

8) Your speech is not the same as your paper.

9) Let the country write your paper, do not have your paper write the country.

10) Do not write your paper start to finish in one sitting, go back and perfect.

11) Common mistakes:

a) People starting sentences with And, But, and Because. (Don’t do it, you haven’t been published.)

b) Spell out numbers when they begin sentences.

c) Spell out numbers when they are less than 10.

d) Do not have an extra space between paragraphs, if your computer automatically does it then change it. It should look neat and uniform.

e) Use paragraphs!!!!!!

f) Spelling of Capital vs. Capitol

g) Making corrections on your paper with pencil or ink will not increase your grade, it just makes it look worse and makes you look less prepared.

h) Use proper punctuation. Mr. Nietfeld said, “you need to use proper punctuation at all times.”

i) Get a Diane Hacker book, you will need it for college anyway.

j) Title on the title page only.

k) Use page numbers on your pages of writing only.

m) its vs. it’s

n) were vs. where

o) Comma between 3 items is suggested. Eg. I enjoy baseball, golf, and football.

p) Don’t just trust spell check and grammar check, words can be spelled multiple ways.