**General Instructions for Papers**

**FORMAT**

1. Use either **correct** MLA or APA format. Please **don’t** utilize MS Word’s automatic formatting function if you are not using MS Office 365. Previous versions are outdated.
2. Please highlight (or bold, or italicize, or otherwise indicate) what you believe to be your thesis statement. This will not only help you narrow it down, it will also help me determine what your claim is.
3. At least **three outside sources** (sources **other** than the assigned readings) must be included on your Works Cited or References page. In addition, at least **two** of the in-class readings are required, bringing the total of sources to at **least** **five.** You need to cite all of them at least once. **Fewer than five sources will result in a grade of zero for format.**
4. Wikipedia, Dictionary.com, and any online encyclopedia (i.e., Britannica.com) do not count as a source. When using Wikipedia, cite the **primary** source in the *References* section at the conclusion of the article.
5. At least one outside source on each of your papers will be randomly checked. I don’t advise taking the chance, especially if you are chronically unlucky.
6. Remember that correct format includes pagination, margins, font size, title page (for APA), an abstract (for APA) and correctly formatted Works Cited page (MLA) or Reference page (for APA). If you are unsure about these, ask me during office hours or visit the Tutoring Center.
7. Regardless of format, you need to cite all quotations and paraphrases, otherwise it is plagiarism. If you aren’t sure, err on the side of caution and use a citation.
8. Papers are to be 2-3 pages in length. This does **not** include the title page (if applicable), the Abstract page (if applicable), or the Works Cited or References page.
9. I know that most of you will attempt to get away with using a source generator for your Works Cited page. This is plagiarism, and is easily detected by Stockton’s own anti-plagiarism software. If you finish your paper sooner than the night before it’s due, you’ll have plenty of time to look up how to do a correct citation. A few moments of laziness is not worth a zero for an entire paper.

At the beginning of subsequent classes, do **not** ask; “Did you grade our papers yet? Are we getting our papers back today? Do you have our papers? When are we getting our papers back?” Grading college essays is a long and complicated process. Unlike high school, college essays are not simply “corrected” with “good work!” scrawled on it along with an arbitrary grade. I need to evaluate your particular level of writing competence, what skills you need to work on, where your strengths are, check your sources, and to help you develop your ability as a successful college writer. The skills you learn in this class will be essential to the rest of your college experience. To do my job properly, I need time. Please be patient.

**GRADES**

Individual essay grades are broken down thus:

**Content:** 60%. This includes the amount of information, quality of logical reasoning, accuracy of information, culmination of argument, relevance, understanding of the assignment, etc.

**Mechanics**: 30%. Grammar, usage, punctuation, spelling, sentence structure, etc.

**Format**: 10%. Structure of your Works Cited page, pagination, indication of thesis statement, margins, font, number of sources, etc.

**HOW TO SUBMIT**

Write and save your essay in Microsoft Word, not in Google Docs or as a PDF. Use a file name that includes your full name. Email it to me **before your scheduled class time.** Yes, you also have journal entries for that day.