**EAC234**

**General Instructions for Written Assignments**

**Please read the following instructions carefully:**

1. Your instructor will advise of the appropriate word limit or page length for each assignment.
2. Grading of the paper will be based on scope, depth, critical thinking skills, and grammatical accuracy. Your paper should be written in the third person, so be sure to avoid any first person subjective experiences. Furthermore, you must use the correct verb form (the present tense) when discussing literary works.
3. Pay careful attention to the “Submission Requirements” below. They are mandatory elements and you are expected to follow them!

**Submission Requirements**

|  |  |
| --- | --- |
| **Quotations** | * + - * You must use **direct quotes** from the novels/stories to provide evidence for your paper. Essays that have no quotes sources will not earn a passing grade. |
| **MLA** | * + - * All quoting and paraphrasing *must* be properly referenced using MLA in-text/parenthetical citations.       * An accompanying MLA Works Cited page referencing the novels/stories *must* be included.       * If you are unfamiliar with MLA style, you need to look at *The MLA Handbook* (available in most libraries), or consult at least one of these online resources:   Seneca Online Library  <https://library.senecacollege.ca/mla>  Online Writing Lab, Purdue University  <https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html>   * + - * Using a style other than MLA (e.g., APA) will result in *severe* penalties in terms of the grading. |
| **Format:** | * Word processed, double spaced, with page numbering on every page. * Composed in proper sentences and paragraphs. * Align the paper at the left margin only. *Do not* right align (a.k.a. right justify -have all the words line up at the right margin). This is incorrect format. For example, notice how the words in the paragraphs above form a “ragged” edge at the right. This document is left aligned, which is the correct format. * Margins: 1” for top, bottom, left, and right. |
| **Save** | * **Word documents (.docx**) is the only accepted file format. Files that I cannot open will not be marked. * Use this **file name: SURNAMEx\_asgn#.docx,** where **SURNAME** is replaced by your last name; **x** is replaced by your first initial, and **#** is replaced by the assignment number. For example: SMITHj\_asgn2.docx * **DO NOT** use spaces in the filename. |
| **Submit** | * Your file must be submitted in the Assignments area. * In the Assignments area, click the folder “Essays (written Assignments)”. * In the folder, click the assignment name (i.e. “Essay 1…”) * In the new screen, attach your file in Section 2, Assignment Materials. * **Important:** When uploading your file,   + - * + **DO make sure to** click the **Attach** button         + **DO NOT** click the **Save as Draft** button**.** * Either error will mean that *I will not get your assignment at all*, and you may lose your marks. (For help submitting assignments, please see How to Use Blackboard (in Course Information at the left). |
| **Due Dates** | * Please note the Due Date for each assignment in the Timeline. This is the *latest* date you may submit. Early submissions are welcome! * Once the respective due date has passed, you will be unable to submit a late paper. |
| **Lateness** | * **Your instructor will advise you regarding penalties for lateness.** |