Paper Submission Guidelines

*These are actions and behaviors you know how to do already. Consequently, they are expected in every piece of formal composition. Use the indicators below to revise the work that was returned to you.*

* The writing’s context, presented early in the paper, establishes the reader’s expectations.
* Text or subject information, including but not limited to:
  + Title(s) (Poems and short stories get quotes, books and movies get italics)
  + Author(s)
  + Topic(s)
  + Brief summary
* Thesis statement gives paper purpose and focus
* Use of paragraphs to organize writing for the reader
* Conforms to the paper directions.
* Paper is about the thing it’s supposed to be about and includes all necessary elements
* MLA format and appropriate citations
* Presented with respect to the work, writer, and reader
* Typed, printed composition
* Free from simple errors of grammar and mechanics
* All required elements or stages of the writing process present
* Paper assembled according to the directions