

## Submission Guidelines

### Ashline

For all essays to be submitted to the instructor for evaluation please adhere to the important manuscript guidelines enumerated below. Any submissions that do not follow these guidelines will be returned unmarked with “SG” written on the top of the submission. You then have 24 hours to edit your work to be in conformity with these guidelines. Papers must then be resubmitted in my mailbox as per the rules outlined on the syllabus.

1. Use a title for all essays. The title should be centered on the page. Do not put quotation marks around the title. Do not put a period at the end of the title (or a comma, colon, or semicolon). Double space after the title and before the first line of text. Be brief, clever, and relevant in your choice of a title.
2. All submissions must be typed.
3. Manuscript format:
  - (A) Indent the first line of each paragraph five spaces.
  - (B) Use a 2½-centimeter margin on the right and left as well as top and bottom of the essay. Also use a 2 ½-centimeter margin on the top and bottom of the essay.
  - (C) Double Space (one blank line between each line of text). Do not add extra space after paragraphs.
  - (D) Leave one space after commas, colons and semi-colons, periods, question marks, and exclamation points; no spaces before commas, semi-colons, colons, periods, question marks, and exclamation points. Leave one space before an opening quotation mark and an opening parenthesis; leave one space after a closing quotation mark and a closing parenthesis. Leave no spaces between a parenthesis and the words inside the parentheses. Periods and commas always go inside quotation marks.
3. Do not ever begin a line with a punctuation mark of any kind unless it is a beginning quotation mark or parenthesis.
4. Do not begin sentences with coordinating conjunctions like “but,” “and,” “or,” “yet,” “so.”
5. Avoid contractions in academic writing (closed form prose), for example, “I’m,” “can’t,” or “don’t,” unless you are writing narrative or descriptive essays in open form prose. Use “I am,” “cannot,” and “do not” in these instances. Use of contractions is more appropriate in informal writing or creative writing that uses dialogues.
6. If you need to hyphen words (unlikely with most word processing programs), do so only at syllable breaks. Always check the appropriate syllable breaks in a dictionary before you hyphen words.
7. Write out all numbers between 1 and 10 as words rather than numerals, e.g. one, two, three, etc. Likewise, all numbers appearing at the beginning of a sentence should also be written out as words rather than numerals.
8. Avoid using “etc.” and “and so on” in your writing.
9. Use Times New Roman or Courier font for your submissions. Be sure the font size is 12 point.
10. On the final typed submission, be sure to turn off the right justification on your essay. The left side of the essay should be justified (even), but the right side should be unjustified (uneven). Justifying the right margin will change the spacing on your paper so that it is no longer in compliance with the items in #2 above.
11. Do not use the pronouns “I,” “we” or “you” in formal closed form prose unless you are recounting a personal story involving yourself and specific people. Avoid using “you” in formal writing.

12. Avoid vague and imprecise vocabulary like the words “thing” (as well as other words in the “thing” family), “situation,” and “make.” Try to find appropriate and more precise substitutes by using a thesaurus.
13. Be sure to put your thesis statement and the topic sentences of your body paragraphs in **Bold Face**, so that your reader can note them accordingly.
14. Do not use constructions like “his/her,” “him/her,” or “he/she.” Instead, choose one of the two designations and use it consistently throughout your paper. For example, if you are a woman, you may want to use the indefinite “she” or “her.” If you are a man, you may want to use the indefinite “he” or “him.”