

Paper Format Guidelines (courtesy of Dr. Drake)

Be sure to cite passages properly and to confirm that your paper contains **no**:

1. sentence fragments <http://www.ccc.commnet.edu/grammar/fragments.htm>
2. run-on sentences <http://www.ccc.commnet.edu/grammar/runons.htm>
3. subject/verb agreement problems http://www.ccc.commnet.edu/grammar/sv_agr.htm
4. pronoun/antecedent agreement problems
<http://www.ccc.commnet.edu/grammar/pronouns.htm>
5. pronoun consistency problems <http://www.ccc.commnet.edu/grammar/consistency.htm>
6. verb tense consistency problems <http://www.ccc.commnet.edu/grammar/consistency.htm>
7. dangling modifiers, especially beginning participial phrases
<http://www.ccc.commnet.edu/grammar/modifiers.htm>
8. faulty parallelism <http://www.ccc.commnet.edu/grammar/parallelism.htm>

An expanded editing checklist can be found at:

<http://www.ccc.commnet.edu/grammar/composition/editing.htm#checklist>

Label your papers as shown below:

Grant 1
Name Professor Grant FYS 102.v09 Date
Title

NO TITLE PAGE Titles are to be centered and capitalized on the first page of your narrative. Do not underline or put quotation marks around the title. Include a Works Cited page and follow MLA citation style. Format your document using 1 inch margins, 12 point Times New Roman font, double-spacing, and page numbers. Refer to Diana Hacker's *A Pocket Style Manual* or *The Bedford Handbook* if you have questions.

Grant 2

On subsequent pages place your last name and page number, space down two lines, type your narrative.

6: FYS and FYX guidelines require that students enrolled in 102 complete one research paper.

NOTE:

- I do NOT accept papers electronically!
- At any time if you want to discuss a paper grade, come see me. If you receive an F on a paper, see me immediately.
- Computer/printer/software difficulties are not considered sufficient grounds for late work. Missing class is no excuse for a late paper. Students should allow ample time for their work to be completed to allow for unforeseen difficulties. That is why I have a detailed syllabus with due dates marked from the beginning of the semester. Assignments must adhere to the length, format and topic matter requested to avoid grade reductions.

I reserve the right to make appropriate pedagogical changes as I deem necessary.