

nomen _____

dies _____

BASIC PAPER WRITING REQUIREMENTS AND GUIDELINES

From now until Thanksgiving, you should be working every single day on your project paper!

For the rough and final drafts of your paper, please follow these basic guidelines:

FORMAT BASICS (30 points total)

(10 points)

*12 font only

*double space text

(5 points)

*1 1/2 inch margins on the left and top

*1 inch margins on the right and bottom

(5 points)

*Name and Title of Paper in a header

*Page numbers in footer at center of page

(10 points)

*Bibliography on last page

*See Magis' web page for bibliography format standards and help

*No fewer than three books

CONTENT BASICS (70 points total)

***Organization (30 points)**

*Your introduction should describe what is in your paper.

*Your conclusion should restate your main points/thesis.

*Body paragraphs should be in some kind of logical order.

*Beware of run-on paragraphs!

***Style and content (40 points)**

*Avoid the passive voice where the subject is not doing the action. (e.g. Instead of writing "Apartment buildings, insulae, were built by Romans to house the poor in cities," you might write something like this: "Poor people in Roman cities lived in insulae, apartment buildings.")

*Keep yourself out of it! Avoid using the first person. (e.g. "I am writing my report on Roman food.")

*Do not address your reader directly. Avoid using the second person. e.g. “You will be surprised to learn so much about Roman food in my report.”

*Underline any Greek or Latin words you use.

*Read your paper aloud to yourself. If something sounds confusing, write it a different way.

*Have a peer or a parent check your grammar and spelling. Don’t simply rely on spell check.

*Teach us something we don’t already know in your report. That is, although you might use your textbook for a base, go beyond the information you find in it.