

PAPER DO's and DONT'S

These requirements are for all papers – short analytical papers, research papers, research designs, etc. More specific requirements are found in separate handouts, which are referenced below (in brackets).

Do:

- *have a thesis statement (see short/research paper handout for details)
- *write your name
- *use 12 pt font
- *double space (that's right, no single-spaced papers)
- *use Times Roman font (or a rough equivalent)
- *cite your sources (pick a style – MLA, Chicago, etc)
- *have 1” margins
- *check for basic grammar/spelling issues

Don't:

- *quote from lecture, class
- *cite dictionaries (Wikipedia included)
- *double (or triple) space the header/place where you include your name, class information, etc.
- *write “it could be argued,” and then not provide evidence, reasoning to support the assertion
- *claim that the reason for something is “politics,” and then not describe what you mean
- *write a first paragraph that is the entire first page of your paper
- *use the words good, bad, important
- *hand in a paper with a title page
- *cut and paste from articles (see college rules on plagiarism)
- *use passive voice