

Darren Chiang-Schultheiss < student's name >

Prof. < instructor's last name >

English < course number >

< submission date >

### Manuscript Conventions

The following is a checklist for turning in written assignments to me. I have compiled this list based on current MLA style sheet guidelines. This handout also models the format and structure of what your documents should look like, except that the subsequent lines are single-spaced to conserve space and, thus, paper and trees. **For your convenience, I have created a document template (Microsoft *Word* format) that you may personalize. To download the file, go to [www.wiredprof.com](http://www.wiredprof.com), click on your course hyperlink, next the ASSIGNMENTS hyperlink, and then the template hyperlink. Open the file and follow the instructions there.**

1. **Paper and ink:** All documents for this course must be word processed and printed on a standard bond, non-erasable paper; regular xerox paper works fine. (Avoid onionskin, erasable papers; otherwise, the text literally will slip off the page.) Make sure to use a fresh **dark** ink jet cartridge or toner cartridge. If I cannot see your text, I cannot evaluate it. Also buy a spare ink cartridge so that you have one on hand when this one runs out of ink.
2. **Required word processor settings:**

<b>FONT:</b> Times	<b>LINE SPACING:</b> double space
<b>FONT SIZE:</b> 12	<b>MARGINS:</b> one inch on the top, bottom, and sides
<b>¶ INDENTS:</b> ½ inch	<b>JUSTIFICATION MODE:</b> left

*N.B.:* By default, Microsoft *Word* sets its right margin at 1.5 inches. Be sure to change this.
3. **All handwritten papers** (usually in-class essays) should be written in dark blue or black ink on standard, white, wide-lined paper. Write on one side only. *Never turn in work on paper torn from a spiral notebook* (instructors hate this). Blue books are acceptable for exams.
4. **Submitting your work:** Submit papers with a staple or a paper clip in the upper left-hand corner. Do not submit a paper with its pages in a plastic folder. **DO NOT** use cover sheets or title pages. The first page of your text should appear with the heading (see below) in the **UPPER LEFT CORNER**. *Every single line must be double-spaced*. No more, no less.

5. **Heading**—Place this information in the upper left corner of your paper and double-space it:

<b>Heading for single course section</b>	<b>Heading for courses with multiple sections (ask Prof. C-S)</b>
Samantha Nguyen (student name)	Samantha Nguyen (student name)
Prof. Chiang-Schultheiss (professor)	Prof. Chiang-Schultheiss (professor)
English 100 (course only)	English 100, M 5:00 p.m. (course, day and time)
August 30, 2005 (submission date)	August 30, 2005 (submission date)

6. **Pagination:** Also note that on *every subsequent page*, the *student's* last name should appear *followed by a space* and the page numeral. (See top right of page two of this document.) Anything different from this format is considered wrong according to the MLA style; therefore, do not insert random punctuation marks such as dashes, hyphens, or commas.
7. **Titles:** All documents (journals, essays, reading responses, and so forth) should have a title and must follow these conventions:

<b>Do's about titles</b>	<b>Don'ts about titles</b>
<ul style="list-style-type: none"> <li>• Center your title.</li> <li>• Capitalize the first and last word.</li> <li>• Capitalize first letter of each word <b>except</b> <ul style="list-style-type: none"> <li>— Prepositions fewer than 5 letters</li> <li>— Articles (<b>a, an, the</b>) <i>unless</i> they begin the title or the subtitle</li> <li>— Coordinating conjunctions</li> <li>— The <i>to</i> in infinitives</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Don't enclose your own title in "quotation marks." But use quotation marks for the title of other short works like essays, short stories, articles, and poems that you incorporate into your own title.</li> <li>• <u>Don't underline the title.</u></li> <li>• <i>Don't italicize the title.</i></li> <li>• <b>DON'T USE ALL CAPITAL LETTERS OR bold face type</b> or fancy fonts.</li> <li>• Don't end a title with a period.</li> </ul>

You title should look nothing like the one below; it breaks all the rules above:

"A FRIDAY NIGHT TO REMEMBER."

8. **Advice for working with electronic documents:**

- When working with a computer, *save your work often*: after each paragraph or even every 5 minutes is a minimum.
- Always, always, *always* back up your files after each session. (Learn how to use the Windows desktop Briefcase icon to back-up and synchronize your important files. You'll be glad.)