Guidelines for Writing Assignments

The four formal writing assignments for this course should meet the following guidelines:

Formatting:
- Use MLA format
- Typed
- Use either a Times New Roman or Arial font, size 12
- Double-spaced with one inch margins
- One page contains approximately 250 words

Clarity:
- Writing assignments should be formatted using paragraphs, complete sentences
- Writing assignments are not to be formatted as an outline or notes
- Check for spelling and grammatical errors
- Writing assignments must contain an introduction and a conclusion
  - Introduction – needs to include a thesis statement and needs to tell the reader what they can expect to see in the paper
  - Conclusion – needs to summarize what the paper was about / restate the thesis

Citations:
- It is extremely important to cite (give the source of evidence for) anything that you take from a resource.
- Resources that you use should be cited throughout your paper, and should include in a works cited page at the end of your paper.
- The works cited page at the end of your paper should list all sources used in alphabetical order, and don’t forget your in-text citations!
- Give sources in MLA (Modern Language Association) format:
  MLA style guide: http://owl.english.purdue.edu/owl/resource/747/01/
  MLA citation builder: http://citationmachine.net/
- Things that should be cited:
  - Factual information that you didn’t know before doing your research, and that is not common knowledge (ex: you should not cite birth dates, etc.)
  - Paraphrased arguments / Ideas taken from authors
  - Direct quotes
  - Images
- Only about 10% of your paper should be quoted from sources. Even if you cite your sources, you cannot compose all or the majority of your paper using another author’s words – that is not your paper then!! You need to do the research to learn about the topics, and then write the paper in your own words.

Rubric:
- A copy of the rubric for the specific writing assignment should be submitted with your copy of that assignment.

Tips for Writing about Math Content:
- Explain in your own words the way that you understand it – that makes it easier for the reader to understand what you are talking about too.
- Include examples to further clarify the content you are discussing.
MLA Format

http://www.csus.edu/owl/index/mla/mla_format.htm

First page:

Your Name
Instructor’s Name
Class information (English 1A)
Date

Center Title of Essay

Begin your paragraph one double-spaced line below your centered title; the paragraph should begin with a 1/2” tabbed indent. The paper’s heading goes in the upper-left corner of the first page only. Use 1” margins all around. Double space everything, including blocked quotes. Do not justify the right margin.

Following pages:

On all consecutive pages, place a header in the upper right-hand corner; the header should include your last name followed by the page number. All the text on these pages should be double spaced, including any blocked quotes. Paragraphs should be separated by a single space—do not add extra spaces between paragraphs.

When you quote an author or use her ideas, be sure to document your source correctly with a parenthetical reference. (Bartholomae 413).

Works Cited page:


