Guidelines for Papers

1. All assignments done outside of class must be typed.

2. Papers should be presented neatly and printed in a high quality type. Do not present to me a final draft printed in draft quality. (That is, no faint printing or low grade dot matrix.

3. You should use 12 point font or 10 cpi font. Do not use a large font to make the paper long enough to meet the requirements of the assignment or a small font.

4. The presentation draft of the paper should follow the format outlined in MLA. See Troyka's *Handbook for Writers* or the *MLA Handbook* for guidelines. This means papers should be double-spaced, have 1 inch margins on all sides, parenthetical and bibliographical citations should be in the correct form, lengthy quotes should be in block format, etc. Troyka will provide you with all the guidelines for a correctly presented paper.

5. Your name, the course and section number, and the date should be placed in the upper right-hand corner of the paper. A cover sheet is not necessary. Pages 2 and following should be numbered.