

Guidelines & Checklist for Written Work, or Prof Asher's 20 Commandments!

1. I have a central argument or a main point and I state it clearly.
2. Early in my paper, I introduce the crucial themes of my paper and define my key terms.
3. I substantiate my claims with supporting evidence and cite relevant sources using a correct and consistent format.
4. I develop my argument systematically and organize my points clearly. That is, my points follow from each other and speak to my central argument.
5. I make clear transitions between my points and between paragraphs and sections.
6. The passive voice has not been used by me. Instead, I use the active voice.
7. I have edited my paper and checked to ensure that it is free from repeated errors in spelling, punctuation and grammar, and I have used short sentences and made sure that my sentences do not run on like this one does.
8. By the middle of my paper I have lost neither clarity nor focus.
9. My sources are formatted correctly and consistently, as is my Reference List.
10. My concluding remarks are insightful. I neither overgeneralize nor make banal claims. Rather, I conclude by telling my reader something interesting about my topic.

Logistical and Mechanical Details Checklist

1. My paper has a title. It tells my reader what my paper is about.
2. My name, course name and number, type and number of the assignment, and the date of this paper appear single-spaced in the upper left hand corner of the first page.
3. I have used a legible font, double-spaced my writing, and used 1.25 inch margins.
4. There are NO double-returns between my paragraphs.
5. I have numbered all the pages of my assignment.
6. I know Prof. Asher will not accept papers held together by paperclips. Therefore, I have STAPLED all the pages of my assignment.
7. As per Prof. Asher's instructions, I am NOT including a cover page or a report cover with my assignments, other than this checklist (if she requires it).
8. I am submitting a hardcopy of my paper on time. I know that email submissions are not accepted and late papers face a stiff penalty.
9. I understand what plagiarism means and have avoided it.
10. I have conferenced this assignment with someone at the Writing Center if necessary or I have read and addressed the issues in Section V of Strunk and White's The Elements of Style.