

Mrs. Flint's Composition Specifications

Style	All assignments must be written in Standard Formal English. Idiomatic terms, defined as an expression whose meaning cannot be inferred from the meanings of the words that comprise it, have no place in college level composition; using <u>idioms will lower your grade</u> . Do not commit the crime of creating a sentence fragment or run on unless it is your objective to make a D or less on the paper.
Length	Topic, due date, and length for each composition is included on the assignment sheet. Paragraphs are expected to be from 80 to 100 words in length.
Endnotes	You will be producing a college-level document, using your reading assignment(s) as a source to produce interesting quotes or facts that will support your thesis. You may select to utilize additional sources if you document them carefully in <u>ENDNOTES</u> not footnotes.
Quotes	Long quotes are defined as text that occupies more than one typed line. Long quotes must be indented and single-spaced, and they cannot exceed a maximum of 10% of your paper.
First Page	Type your name, the name of the class, and the date the paper is submitted in the upper right hand corner of the paper. The title of the assignment should be centered two inches from the top of the first page. <u>The first page serves as a title page. Do not create a separate title page.</u>
All Other Pages	On all other pages, the first two single-spaced lines at one half inch at the top right margin should contain the student's name and <u>a page number</u> . Staple pages together in the upper left corner.
Font	Use a 12-point font from either the Times or Garamond family.
Spacing	Double-space everything except your name, class, and date. <u>Do not</u> use expanded character spacing. Margins should be set at <u>one inch on all sides</u> . Indent each paragraph one half inch. <u>Do not</u> skip extra lines between paragraphs. Justify both margins.
Grading Criteria	The papers will be graded on content (thoughtfulness, clarity, and organization of ideas), composition (grammar, punctuation, spelling, and sentence structure), <u>and following the instructions on this page.</u>

Spring 2014