

Additional Guidelines and Professorial Quirks to remember when producing your essay paper:

- Avoid the use of the word *basically*. It is an overused word and it does not enhance your prose, your argument, or your conclusions.
- When writing the conclusion to your paper, avoid using the phrase *In conclusion*. As students, when learning the mechanics of essay construction, we are encouraged to begin the final paragraph of our papers with this phrase. However, once we reach college level work, we no longer need this prompt. If you find that you cannot begin to write your conclusion without the use of this prompt, use it. However, once you have finished, return to the sentence that you began with *In conclusion* and you will find that you do not need it. The sentence and the paragraph read more smoothly without this phrase. Then delete it.
- This is a formal essay. Use formal language. Avoid the use of contractions, colloquialisms, and clichés.
- Number the pages. The cover page and addenda do NOT count as pages toward fulfilling the assigned essay length.
- Proof read. Better yet, as it is very difficult to identify our own mistakes, have someone else proof read your paper for you. Proof read again. If you cannot get someone to proof read for you, read your own paper aloud. This works very well for finding unintentional errors.
- Rules for using the Internet: The only acceptable web sites from which reliable source material can be obtained are *.edu*, *.gov*, and *.org* URLs. NEVER USE WIKIPEDIA as an academic source. Any other web site you use, you MUST cite.
- Review the "General Notes for Writing" produced for you on the reverse side of this document.
- Cover Page: Every essay paper must include a cover page. This component provides a clean and easily identifiable presentation as well as preserving your privacy. Use this format.

<p>Paper Title Your Name</p> <p>Class Instructor's Name Date</p>
--

