



WRIT 101

Formatting and Submission Requirements for Homework and Projects

Type and format *all homework and all parts and drafts of assignments* according to these requirements (based on MLA style). See *Everyone's An Author*, pgs. 446-462, or "Formatting Requirements" under "Resources" on the class website for examples. Use this checklist when turning in homework.

General page setup:

1. Double spaced
2. A *serif* font, such as Times New Roman, Cambria, Palatino, or similar. Do not use sans serif fonts, such as Arial, Calibri, **Comic Sans**, Lucida, Tahoma, Verdana, Century Gothic. (Here's why: for hundreds of years, monks, printers, and other dedicated scribblers have known that serifs help us read; they naturally lead the eye from one letter and word to the next. Blocks of text in sans serif type strain the eye and make reading difficult.)
3. 12 point font size
4. One-inch margins on all sides
5. Only one space after periods and other punctuation marks.
6. Indent first line of paragraphs one-half inch from the margin (use the Tab key)
7. Header of each page must be numbered consecutively, one-half inch from the top and flush with the right margin, and include author's last name.
8. Stapled in upper left corner. No paper clips, dog ears, torn and bent corners, or similar.
9. Double sided (duplex) printing is encouraged.

First page (no separate title page):

1. Heading. This important information in the upper left corner:
 - a. Double spaced
 - b. Your full name
 - c. Instructor last name (Van Haecke)
 - d. Writ 101 – 23
 - e. Assignment name and draft number (if applicable). Ex.: PAE Draft 2, Ch. 2 Annotations.
 - f. Date of submission. This is the date on which you turn in the work, *not* the date on which you created it. Be sure to revise this date with each draft.
 - g. Word count, including title words but not header content.
2. Title of your paper
 - a. Skip a line after Word Count
 - b. Title, centered
 - c. Title cannot be the name of the assignment (Ex. "Personal Academic Essay"); it must be of your own invention
3. Body text
 - a. Indent each paragraph one-half inch from margin.
 - b. No space between paragraphs.

Each major assignment must include:

1. Final draft (labeled as final draft, as specified above)
2. One piece of invention work (idea generation: lists, clusters, webs, fastwrites)
3. Research journals or logs (If electronic: put your name in the filename and upload to DropBox)
4. Workshop worksheets from peers
5. Copies of all original sources in the essay (If electronic: *put your name in the filename* and upload to DropBox. If links: copy your Works Cited list into a new Word or Google doc, add links to appropriate entries, *put your name in the filename*, and upload to DropBox. *NOTE*: Do not include hyperlinks in the WC section of your essay. See MLA Style.)

Joe Schmoe

Van Haecke

Writ 101 - 23

PAE Draft 3

Feb. 28, 2013

Words: 2,901

A River Runs Through Us

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur quis massa erat. Aenean placerat augue nibh. Mauris ac libero ut sapien rhoncus euismod. Sed mattis ligula in nulla luctus non gravida est malesuada. Vivamus volutpat nisi quis mauris volutpat quis tincidunt quam scelerisque. Ut lacus enim, bibendum eu dictum eu, adipiscing at magna. Ut ullamcorper vestibulum feugiat. Suspendisse potenti. Mauris ac rutrum est. “Curabitur nulla est,” elit Ovid, ornare non dapibus sed. “Ullamcorper eget massa. Etiam nisl diam, imperdiet eget vulputate at, rhoncus sit amet odio.” Proin feugiat ultrices justo, ullamcorper porta neque semper at. Mauris ante ligula, tempor sed dignissim at, suscipit aliquam velit. Praesent non nisl lectus. Cras et felis a est eleifend imperdiet. (Ovid, 15)

Duis fermentum metus eu diam porttitor id adipiscing ligula hendrerit. Suspendisse scelerisque nunc sed nulla ullamcorper non sodales nisl sollicitudin. (Aristotle, 386) Sed molestie, diam at venenatis vestibulum, metus lectus facilisis enim, ac pharetra augue sapien a justo. Proin nec dignissim urna. Etiam ut tristique urna. Morbi eu pulvinar metus. Aliquam felis est, tristique in mattis nec, luctus eu nisi.

Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Pellentesque dignissim fringilla sem, eget cursus ipsum accumsan et. Proin in augue quis magna