

<i>Rule</i>	<i>Pre1</i>	<i>Pre2</i>	<i>1</i>	<i>RW1</i>	<i>RW2</i>	<i>RW3</i>
Style: Words and language to be avoided						
No slang or informal language (077, 298)						
No cliches (073, 287)						
No overly-repeated words or redundancies (067)						
No vague words, esp. "this," "it," or "that" (064), unless they are followed by a noun or adjective						
No sexist language (933-945)						
No sentences begin with "so," "but," "and," or "however"						
No use of the word "quote" or "quotation"--use "phrase," "word," "sentence," or "passage"						
No use of "etc."						
No contractions (668)						
Pronouns						
The antecedent of every pronoun is clear (064, 850, 930-932)						
No personal pronouns (861) – if you must, use "the reader" or "an individual"						
Singular antecedents have singular pronouns and plural antecedents have plural pronouns (854)						
Sentences						
The subjects and verbs in your sentences agree in both person and number (870, 921-929)						
No fragments (058)						
No run-ons (060)						
No comma-splices (059)						
No dangling modifiers (66)						
Sentences are not short and choppy, or in primer style (053, 074)						
Sentences are not too long or convoluted (see 061)						
Sentences are kept, as much as possible, in present tense						
Each paragraph is of adequate length, and is not too short (under four sentences) or too long						
Punctuation and Mechanics						
No misspelled words (see 714)						
Your title is capitalized correctly (694)						
Your title contains appropriate information (for an example, see 169)						
If no title page ... (149.16)						
Every word is correctly capitalized (685-697)						
Parentheses are avoided as much as possible						
Possession is correctly indicated (670, 671)						
All lists have commas correctly placed (606)						
Parentheticals or explanatory phrases are enclosed in commas (607, 611)						
Evidence and Quotations						
Every major and minor point is proven with a quotation or given a citation						
All quotations are: (1) Introduced, (2) Presented correctly, and (3) Explained						
No quotation stands by itself--all quotations are connected to one of your sentences by a colon, a comma, or, in special cases, the quotation is worked into your sentence (153.2, 630)						
Correct punctuation is used with quotations						
Quoted titles are placed inside quotation marks (654)						
Brackets are used if words inside a quotation are changed (153.7, 664)						
If a quotation is worked into your text ...						
Use quotation marks around the quotation (153.4)						
Use a slash or line break (/) between lines of verse (153.4, 680)						
Correct format is followed for box or block quotations						
Box or block quotations are used if the quoted material extends over three typed lines (153.1, 153.3)						
If a box or block quotation is used for poetry (153.3)						
The quotation looks exactly like the poem being quoted						
The quotation is single-spaced						
There are no quotation marks around the quotation						
If a box or block quotation is used for prose (153.3)						
The quotation does not have to look exactly like the prose being quoted						
The quotation is single-spaced (651)						
There are no quotation marks around the quotation (651)						
Do not indent the paragraph following a box or block quotation						
A quotation is never used to begin or to end a paragraph						
Citations						
Every quotation is followed by a correct citation						
The citation is in correct form and is enclosed in parentheses (154)						
The period is after the citation, not before it						
Overall: Final Things						
Do all of your sentences make sense? (899, 900)						
Do all of your sentences follow logically? (099)						
Does each sentence have a clearly defined purpose in your paper? (092)						
Does each paragraph have a topic sentence? (091)						
Are all of your points proven?						
Are all of your points explained?						
Is most of your paper analysis and not summary or paraphrase?						
Finally, are your name and the date on the paper?						

