College Essay Reminders
common mistakes: extra space

- To rid yourself of extra spaces between paragraphs and heading/title...
  
  In Word
  - You will need to highlight everything if the paper is already written
  - Home tab → paragraph → extra options box ( ) → spacing → check the box that reads “don’t add space between paragraphs of the same style”
  - If it doesn’t change the extra spacing, you will need to delete the “enter” and then enter/return again for it to follow the new format
  - The best way to prevent this problem is to do it before you start typing the paper (so remember this the next time you write a paper) and set it as a default!!

  In Docs
  - Highlight the whole paper
  - Click on the line spacing button → custom spacing → set “line spacing” to 2 and “Paragraph Spacing” before and after to zero.
common mistakes: incorrect MLA

- Insert the header properly:
  - Double click at the top
  - Right align
  - Type your last name with a SPACE at the end
  - Insert page number (plain number “in current position”)
- This will ensure it is spaced properly.
common mistakes

- Passive voice (The theme was revealed... vs. Burgess reveals the theme...)
- Use present tense when analyzing your life.
- Historical information is past tense.
- Maintain verb tense when IN a flashback.
- “one” = 1 person = his/her/him/her/it/its
- “their” should be used only when referencing multiple people
- Make sure you have some concrete details to support your thesis.
common mistakes

- *Title of the Novel*
- “Article Title”
- Introduce dialogue properly! You only need a comma or colon if you introduce it by saying “says” or something similar. Otherwise, if it flows into your own sentence, no punctuation need.
- Avoid absolute words: all, always, every, each, any, anyone, etc.
- Avoid vague words: thing, everything, something, sometimes, kind of, a lot, etc.
- Avoid bland words (use tone words!!)
Final Copy

- Final copy due Monday Sept. 16!!
  - 1 copy with name in heading and header
  - Tear rubric from assignment sheet and staple on top of final draft
  - Staple all previous drafts below the final copy
- TurnItIn.com due Monday by 7:25 am
  - You must turn it in online to get a grade.
  - Late submissions to TurnItIn.com will incur a late penalty
  - Plagiarism will result in an irreplaceable zero.
- Do not ask me if you can print your essay at the beginning of class. The answer will be NO. Take care of your business Sunday night. Prepare for Murphy’s Law.