EDITING BODY OF RESEARCH PAPER

* for 1 inch margins ALL AROUND PAGE!
* for header (Is it there? Is it at right margin? Is it same font and size as rest? Is it only last name? Does it have one space between name and number? Are pages numbered correctly?) --- Times New Roman, 12 pt
* DOUBLE SPACED
* HEADING 🡪 LEFT MARGIN 🡪 ONLY ON FIRST PAGE
  + 1st line = your first and last name, 2nd line = Ms. Rowell or just Rowell, NOT MRS.; 3rd line = English IV, Period, 4th line = due date of the paper = February 25, 2013; Return ONCE.
* Title (NOT a TOPIC – SAY something about topic, opinion, about topic 🡪 EX. William Wallace: Freedom Fighter, not just William Wallace) centered, first letter of important words capitalized (1st letter of 1st word always capitalized; same font, same size as rest of paper; should not be all caps, no bold, no italics, no underlining, no quotation marks, no exclamation mark; Return ONCE.
* INDENT every paragraph one tab (5 spaces = 1 tab) ---> 🡪
* If paragraphs are a page or more in length, make into separate paragraphs.
* NO EXTRA SPACE BETWEEN PARAGRAPHS (Fix by going Format 🡪 paragraph 🡪 Spacing before = 0, Spacing after = 0)
* MAKE SURE to have 2 DIFFERENT sources MINIMUM per body paragraph 🡪 (Williams 7) and (Brewster 98), not just (Williams 7) and (9)
* If several sentences come from same source, same page, put at the end of those few sentences. When change page number, do not repeat author, just put page number (10); when sources change, then go back (author last name #) 🡪 (Brewster 38)
* If internet source has no page number (author last name n.p.) or if corporate author (BBC n.p.)
* When you start a new paragraph MUST go back to (author last name #) EVEN IF IT IS THE SAME SOURCE AND PAGE AS LAST PARAGRAPH 🡪 (Brewster 38)
* PERIOD COMES AFTER the ( ) 🡪 (Brewster 38). If ( ) in the middle of sentence, then no punctuation or regular punctuation of sentence. If long quotation, period comes before the ( ); the long quotation is indented 2 tabs with NO QUOTATION MARKS; when the short quotation comes at the end of a sentence -- “ ( )
* No comma or anything between the author’s last name and page number (Brewster 68). NOT (Brewster p. 68), NOT (Brewster, 68), NOT (Brewster – 68).
* **NOTHING BUT AIR AND SPACE BETWEEN LAST NAME AND NUMBER!!**
* Introduction with thesis statement at end, body paragraphs, conclusion paragraph (MINIMUM of 6 paragraphs); Do NOT put titles or outline information in your paper.
* Write an introduction – catchy way to grab reader and make him want to read your paper --- DO NOT ASK A QUESTION but rather STATE ---- topic in general, lead down to your thesis statement; NO DOCUMENTATION in this paragraph because it comes from YOUR BRAIN. No quotations from your sources.
* Be sure to have COMMENTARY out of your BRAIN at least once per paragraph.
* Have a concluding paragraph that RESTATES not REPEAT ideas from your introduction in reverse order. End with a statement of importance. Why was it important for us/readers to learn this information?
* NEVER use words RESEARCH, paper, pages, paragraphs, writing, etc. to discuss your paper. Make statements.
* NEVER put words such as “In this paper, I’m going to tell you….” or “in the previous paragraph….”
* Reread thesis statement, and make sure each topic sentence of each paragraph relates/refers back to the thesis statement.
* LOOK for 2 SHORT quotations (a few words up to 3 lines) and 1 LONG quotation (4-6 lines long); whole long quotation is indented 2 tabs; be sure quotations are WORKED INTO the writing, not just dumped and left. Set up quotation (lead in) and then respond after quotation.
* KEEP PAPER 3rd person = no YOU, WE, US, I, ME, MY, MINE, OUR, YOURS, OURS; instead use THEY, PEOPLE, etc.
* NO CONTRACTIONS!! Say cannot not can’t.

* Check proper punctuation, especially commas and periods for FRAGMENTS and RUNONS.
* Don’t shift tense (keep history in past) but ok to shift if you are comparing the past to the present. Literature is always PRESENT TENSE (historical present).
* Limit TO BE VERBS (is, am, are, was, were) by JOINING sentences or making one part dependent, or rewording and replacing to be verb with ACTION VERB
* NO VAGUE REFERENCES – Be sure to specify who IT or THEY are!
* SUBJECT/ VERB AGREEMENT (he speaks, people speak, person speaks)
* PRONOUN/ ANTECEDENT AGREEMENT (person/he or she; people/ they)
* VARY sentence structure and sentence length
* SPELLING – do spell check! Check for usage that the spellchecker doesn’t catch, such as the proper use of THERE, THEIR
* Have someone else read for flow, sense, and transitions