

Style Sheet for Writing Assignments

The following criteria apply to *all* papers written for MMW, including prospectuses, rough drafts, and other short writing assignments.

General submission criteria:

- All papers must have a complete heading that includes your name, your section number, the assignment number or title, and the date.
- All papers must be typed and double-spaced.
- All papers longer than one page must be stapled together.
- The pages of all papers longer than one page must be numbered.
- All papers must have 1" margins on all four sides.
- All papers must use MLA documentation to credit all sources, including lecture and Internet material. See Ann Raimés' *Keys for Writers* for documentation format.
- All final drafts must have a title.

Before you turn in any piece of writing, make sure that it adheres to *all* of the above criteria. You will lose one-third of a letter grade for each criterion you fail to meet; in the case of MLA documentation errors, you will lose one-third of a letter grade for each type of error you make consistently. The most credit you will lose for MLA formatting errors is one full letter grade, but please note that you can lose additional credit for heading and other errors. These penalties can add up quickly and lower your grade to subterranean regions. When this happens, you will not like it, so please make sure that it doesn't happen.

Late paper policy:

All papers must be handed to your TA during section, lecture, or office hours. **You may not turn in papers to the Writing Program office, nor may you put them in your TA's mailbox.** Papers that are left with the Writing Program or in a mailbox will not be graded.

You will lose one-third of a letter grade for each day that a paper is late. Ask your TA whether a paper due in section may be turned in without penalty later in the day. If you will be unable to attend section or lecture on the day that your paper is due, it is your responsibility to make other arrangements for getting your paper to your TA. Remember that a weekend counts as three days; if your paper is due on a Friday and you don't turn it in until Monday that will not be good.

Spelling:

Make sure that you proofread your papers carefully, as you will lose credit if you make numerous spelling errors. The policy for spelling-error penalties is as follows: You will be allowed one un-penalized error per one to two pages of text; after that, you will lose one-third of a letter grade for every three spelling errors that you make. For example, a 1- to 2-page paper with three spelling errors would not be penalized, but a 1- to 2-page paper with four spelling errors would lose one-third of a letter grade. Similarly, a 3- to 4-page paper with four spelling errors would not be penalized, but the same length paper with five errors would lose one-third of a letter grade. Remember that the spell-checker is a useful device but that it will not save you from writing "it's" when you mean "its," or "their" when you should write "there."

If your inability to spell seems to be congenital and permanent, find a friend who can proofread your papers for you—but bear in mind that proofreading for spelling will allow you to catch a number of other errors and awkward phrases that would otherwise get past you. (Note: proofreading on a hard copy, rather than on the computer screen, is usually much more effective.)

Plagiarism and other academic misconduct:

The Writing Program requires each writing assignment to be the product of individual work. While we encourage you to discuss your ideas—and to share your sources of information—with others, we expect the words you submit for a grade to be yours. It is your responsibility to comply with the University's rules concerning academic integrity.

There are a number of forms of academic misconduct that you must be careful to avoid. One of these is plagiarism, which consists of using an author's words, ideas, or facts, or of copying the structure of an author's work, without acknowledging that author as your source. A similar form of misconduct is for two or more students to turn in copies of the same paper, or for one student to copy material written by another student. It is also a violation of University rules to submit substantially the same material in more than one course without prior authorization of all instructors involved. Fabrication of a reference—that is, taking material from one source but crediting that material to another—also violates University rules. (For more information regarding the rules governing academic misconduct, see the UCSD Student Conduct Code, available online at http://ugr8.ucsd.edu/judicial/22_00.html.)

The University considers plagiarism and other academic misconduct to be serious academic offenses. Anyone whose paper appears to contain a plagiarized passage or to otherwise violate the rules on academic integrity will have his or her work reviewed by the Writing Program's Academic Coordinators and the professor. If the violation is found to be serious enough, the student could receive an "F" on the assignment or an "F" for the course (the academic sanction is determined by the professor) and the student's file will be forwarded to the ERC Dean of Student Affairs. If the Dean finds the student guilty of academic misconduct she will impose a conduct sanction, the severity of which will depend on the extent of the misconduct. It is important to note that even a first offense can result in a quarter's suspension and that the standard sanction for a second offense is permanent dismissal from the university. Any instance of academic misconduct will be recorded in a student's file. Such a record might interfere with a student's acceptance into law, medical, or graduate school, or might make that student ineligible for positions requiring a security clearance, such as a government internship.

It is your responsibility to ensure that nothing in any of your papers is plagiarized. Be careful to avoid unintentional plagiarism. For example, if you include a direct quotation in your paper—even one that's only a few words long—you must be sure both to enclose it in quotation marks and to acknowledge your source with a parenthetical citation. A paraphrase, while not enclosed in quotation marks, must also be introduced with the name of the source and followed by a parenthetical citation. Even sources with anonymous authors, such as many websites, must be credited in this way. Consult a writing handbook or talk with one of your instructors if you are unsure of exactly what is and what is not considered to be plagiarism, or if you are unclear about the rules for the correct citation of sources. Make sure that you give credit to all authors and speakers whose work you use, and enclose all quoted material in quotation marks. As a rule, it is better to give too much credit than too little—so when in doubt, cite.

We hope that you will never feel the need to plagiarize out of fear that your own work isn't good enough. We expect students to write like students, not like professionals. What matters most is for you to demonstrate that you've thought about the material and that you've learned something from it. You don't need someone else's words to do that.

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