

Submitting Manuscript

Minimum Standards Checklist

Please put a check in front of each statement you can answer "Yes."

- _____ The paper is in proper APA or MLA format.
- _____ The paper incorporates peer reviewed articles published in scholarly journals. (If you were unable to find appropriate journal articles and have discussed this issue with me, you can check this statement.)
- _____ The paper is at least the minimum number of words for the assignment.

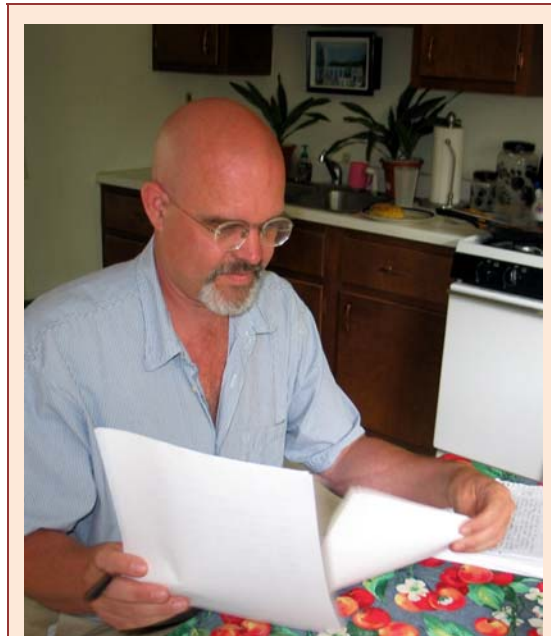
Unless you can appropriately answer "Yes" to all three statements, your paper will not be accepted and you will receive a 0.0 for the assignment.¹

Suggestions for Success Checklist

- _____ After completing your final draft, you read your manuscript aloud to yourself.
- _____ You double checked all of your references (including URLs).
- _____ You met with a Writing Fellow to go over your paper.

Submitting Your Paper

1. Please attach this worksheet to the front of your paper when you submit your manuscript to me.
2. Submit a copy of your paper to me via e-mail.



When I was in college, one of my professors rejected a perfectly good paper simply because I had strayed from the assigned topic. Even though he agreed that the paper I had submitted was of quality, I realized that he was correct in not accepting it for the course.

Unfortunately, I sometimes have to reject papers that do not meet certain standards. Just because a student submits a paper does not mean that the paper they submit is appropriate for the assignment. Nor does submitting a paper guarantee partial credit for the assignment.

A 0.0 does not mean "no work was done." A failing grade could mean that the work submitted was not appropriate for the assignment.

¹ This criterion reflects how I teach my courses. Other faculty members will have other minimum standards.

