

Academic Work

Plagiarism

The student to whom it is assigned will do all academic work turned in under his/her name. Cheating, plagiarism, and misrepresentation are prohibited. Plagiarism is defined as “the false assumption of authorship: the wrongful act of taking the product of another person’s mind, and presenting it as one’s own” (MLA Handbook 26). In other words, *plagiarism is copying any material from another source and calling it your own (cheating)*. All material more than four words in length, directly quoted from another source, must use quotation marks and be carefully documented.

Technicalities

These rules should be followed for all written work unless specifically instructed otherwise.

1. All work should have a one-inch margin on top, bottom, left, and right borders.
2. All work should be double-spaced.
3. All work should be Times New Roman 12 point font.
4. All paragraphs should be indented.
5. If citations are used, proper citation should be used with a Works Cited page included.

Tips for Writing Well

1. Write with honesty and clarity.
2. Write to other people. Never assume that the reader knows what you are talking about; you need to fill in all of the “holes.” Write to others as you would have them write to you. People appreciate good writing. Make it simple, clear, and graceful

3. Do not use contractions in formal writing.
4. Write in complete sentences. Each sentence contains a complete subject and appropriate predicate. Be sure to check all writings for sentence fragments and run-on sentences.
5. Use strong verbs. “To be” verbs are nonspecific and dull: is, are, was, were, am, being, been, should be avoided whenever possible.
6. Do not write jargon (slang). Jargon often weakens an essay.
7. Read aloud your prose. This is an excellent way to proof your writing for grammatical errors.
8. Fight clutter. Try not to write what is not needed.
9. Write concretely. Try not to use terminology that will only confuse the reader.
10. Use dictionaries, thesauruses, and other resources to find the right word and proper usage. You should keep these handy and refer to them when writing. When using a word processor, be sure to use Spell Check and Grammar Check.