

This is a nice list I've made for you to remind you not to make mistakes!

1. No contractions in formal writing. can't = cannot, don't = do not, isn't = is not.
2. No first or third person pronouns (I, we, you, they, us).
3. Do your best to avoid using "one" (as in, one may see...).
4. No "the reader" ("the reader learns"... say "Shakespeare shows").
5. Title must be creative and clever. And is not underlined, bold, italic, or bigger. THE WHOLE PAPER IS TIMES NEW ROMAN 12, DOUBLE SPACED.
6. Present tense all the way through, when talking about literature.
7. If you are tempted to say "the play says" or "the book says," DO NOT. The play doesn't say anything. Shakespeare writes, or Shakespeare shows.
8. PROPER MLA FORMAT- including heading and page numbers, with your last name.
9. Do not call it a story or a book. It is a PLAY, NOVEL, SHORT STORY, POEM, etc.
10. The play/novel title needs to be italicized. BUT poems and short stories should be in quotation marks
11. Set your margins at 1" top, bottom, right and left. "Format" then "Document" and make sure ALL FOUR are set at 1 inch.
12. Edit. If there are typos or spelling mistakes, I will not be happy.
13. WORKS CITED. Properly formatted, alphabetized. DO NOT NUMBER IT.
14. Make sure you are quoting properly. If you are using more than one line of poetry, separate with /, with a space before AND after.
15. For quotations that extend to more than four lines of verse or prose: place quotations in a free-standing block of text and omit quotation marks. Start the quotation on a new line, with the entire quote indented one inch from the left margin; maintain double-spacing. Only indent the first line of the quotation by a half inch if you are citing multiple paragraphs. Your parenthetical citation should come after the closing punctuation mark. When quoting verse, maintain original line breaks. You should maintain double-spacing throughout your essay. Please see page 95 of the MLA Handbook for more information.
16. Quotations- if you need to alter tense or person, so that your quotation flows in your writing, use brackets []. If you want to omit, use an ellipsis ...