- > follows the prescribed guidelines
- is line-spaced evenly and according to the guidelines
- uses the proper point size and font according to the guidelines
- uses one-inch margins on all four sides
- > shows that you know how to properly format titles and quotes:
 - o Quotation marks for poems, articles, stories, essays, and songs
 - o Italics for books, movies, magazines, newspapers, and albums
 - o Quotation marks around words and lines taken directly from the text
- includes a title that underscores the idea behind your thesis
- > establishes a clear thesis in your opening paragraph
- is organized into paragraphs, each with a main idea that builds upon your thesis
- > includes examples and details from the text that support and clarify your thesis
- supports its assertions through evidence
 - o After each line, ask yourself "So what?" or "Why?" or "How?"
 - Try this formula: **assertion** + **analysis** + **example** = **evidence**
- > is revised
- > is proofread
- is polished
- Avoid extended or unnecessary definitions (*Webster's* is not analysis)
- ➤ Possessive nouns and plurals—watch your apostrophes!
- Commas
 - o Let's eat, mom. vs. Let's eat mom.
- > Prepositions aren't one-size-fits-all
 - o Kosinski's purpose of writing this novel . . .
 - o Because of the media we often judge ourselves on unrealistic standards.
- ➤ Be graceful in your analysis—avoid clunky and unnecessary throat-clearing:
 - o An example of this would be . . .
 - o This shows . . .
 - o This includes . . .
- Be graceful in general
 - o Don't say got killed
 - o Say died or lost their lives