***Paper Submission Guidelines***

***Requirements***

1. Your papers will be submitted to PAL by the due date. I will not accept papers via email
2. Paper should be two to three pages in length. This means AT LEAST two complete pages of text, with some text wrapping onto a third page. The exception to this are “Short Papers” which should be one full page of text wrapping onto the second page.
3. Papers will have 1” margins, be double spaced, AND NOT HAVE AN EXTRA SPACE AFTER PARAGRAPHS (i.e. spacing after returns will be ZERO!!!) All paragraphs will have at least three sentences.
4. Your paper WILL have a cover sheet, a bibliography, and use in-text citations.
5. EVERY fact, statistic, number or quotation you use will be cited via an in text citation. If you don’t know what that means, you need to read TLCC’s links to MLA citations
6. You will have AT LEAST three references of your own IN ADDITION to the ones I have provided you with
7. You will not submit a paper that contains, as a major component (e.g. more than 20%) quotes from other sources. This is college, and you should be capable of restating the idea in your own words. (Yes, you still need to cite the source after doing so, since that is where the ideas or supporting data came from.) Papers should contain YOUR words. If I see a page that is has more cut and paste than your own writing, you will automatically loose three points.
8. You will use MLA-style citations
9. You must substantiate your claims! (i.e. use references to support what you say) Examples of how to loose points:
   * If you claim that animals introduced by man are a “natural part of the environment” you need to cite sources that support your view
   * If you claim that violent crime rates are up, you need to cite FBI, DOJ, etc. statistics that show this trend

***The Rubric (i.e. how papers are graded)***

Papers are worth 10 points. I will remove points for the following

Submitting the paper after the due date -2

Too short -1 to -3, depending on the severity

No cover letter -1

No bibliography -1

Insufficient number of own sources -1

Improper citation style -1

Too much of the paper is quotations -3

Claims without substantiation -1 per claim

Plagiarism zero on paper, and possible F for entire course