

TABOO List*

1. **No Name** -- Let us not belabor the obvious.
2. **Incorrect Heading** -- Your name, period, date, and assignment must appear in the upper right hand corner of the first page.
3. **Illegible Handwriting** -- You may use manuscript or cursive, but your work must be readable. (*Of course, you may also type or use a word-processor.*)
4. **Unacceptable Paper** -- Use only the front side of standard notebook paper. Paper will be unacceptable if it is fringed, two-sided, or abused.
5. **Unacceptable Writing Materials** -- Use blue or black ink only for all regular assignments. You should bring two pens to class in case one runs out of ink.
6. **Unacceptable Corrections** -- Use the proofreading marks given in class or correction fluid.
7. **Unacceptable Margins** -- Respect the margins provided on notebook paper.

8. **Incorrect Punctuation of a Title** -- When in doubt, ask. Otherwise, follow these guidelines:

“Quotation Marks”

short story
short poem
chapter in a book
article in a magazine
article in a newspaper
entry in an encyclopedia
episode of television series
song
essay

✓ *Also direct quotations, words used in a special sense, slang, or dialogue*

Underlining OR *Italics*

novel
book-length poem
full-length book
name of magazine
name of newspaper
name of encyclopedia
name of television series
opera
movie

✓ *Also names of ships, airplanes, trains, works of art, words or numbers used as such, and foreign words and phrases*

9. **Mechanical Errors Which Are Gross Illiteracies** -- Proofread carefully for the following:

Failure to capitalize **I**
Incorrect use of **its** or **it’s**
Incorrect use of **they’re**, **their**, or **there**
Incorrect use of **two**, **to**, or **too**
Incorrect use of **your** or **you’re**
Use of the words **hissself**, **theirselves**, **alot**
Failure to capitalize a proper noun (specific person, place, thing)
Failure to capitalize the first word of a sentence
Failure to punctuate the end of a sentence
Failure to indent for a paragraph
Misspelling of **literature**, **poem**, **poetry**, **writing**, **author**
Error in use or spelling of any other words on the “No Excuse Word List”

10. **Plagiarism** -- **Deliberate plagiarism** is claiming, indicating, or implying that the ideas, sentences, or words of another are one’s own. It includes copying the work of another, or following the work of another as a guide to ideas and expression that are then presented as one’s own. **Accidental plagiarism** is the improper handling of quotations and paraphrases without a deliberate attempt to deceive. If the plagiarism is accidental, the student may correct and rewrite the paper, but will be penalized a letter grade.

* *Polynesian word for a sacred prohibition put upon people, things, or acts which makes them untouchable, unmentionable, and absolutely forbidden.*