

# TABOO List\*

1. **No Name** -- Let us not belabor the obvious.
2. **Incorrect Heading** -- Your name, hour, 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 making them untouchable, unmentionable, and absolutely forbidden.*

## **TABOO Contract:**

*I am aware that I will receive a zero on any assignment on which I violate any of these taboos.*

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| 1. Late Work                      | 6. Unacceptable Margins             |
| 2. Incorrect Heading              | 7. Incorrect Punctuation of a Title |
| 3. Unacceptable Paper             | 8. Gross Illiteracies               |
| 4. Unacceptable Writing Materials | 9. Plagiarism                       |
| 5. Unacceptable Corrections       | 10. Work Without a Name             |

Signed \_\_\_\_\_ Date \_\_\_\_\_

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