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 hisself, theirselves, a lot
   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.*