With reference to MLA format guidelines, center the title, indent all paragraphs, and double space the text (10-12 point – a Roman font (Times New Roman or Cambria) – no sans-serif fonts (Arial or Calibri) – no single spacing or triple spacing, especially between the heading, title, and paragraphs. Note the heading information order, which appears only once at the top of the first page. As a header (not the heading), place your last name in the upper right hand corner of each page with a page number.

For acceptance, each short essay must be consistently free of basic grammar and format errors, must have consistent parenthetical MLA documentation throughout the submission (paraphrase and cite – no quotes), and must have a word count at the end (400 word minimum, excluding the heading and title). Identify the question in the short essay title (centered - see the example above). Revise your submissions with the course Revision Guidelines. With each successive short essay or major essay, keep a cumulative record of the markings with the course Revision Guidelines in order to strengthen your revision skills. Because I accept short essay assignments at the end of class, you must be in attendance to submit and receive credit for all short essays (no class drop-offs, office drop-offs, or e-mail submissions).

Avoid quotes; paraphrase and parenthetically cite support examples throughout your submission from primary sources in *The Norton Reader*. Parenthetically document all examples by page number at the end of the relevant sentence, followed by a period. Because relevant examples for short essays derive from the common course textbook (*The Norton Reader*), do not create a Works Cited page for the short essays. Avoid research from secondary sources outside your textbook, especially from the Web. Follow the specific question guidelines at the end of each author for developing a thesis and written discussion.