

## Guidelines for all essays

- 1) Submission, grading, and format: you will submit your essays and receive comments and grades back from me in electronic form. Please **double-space** your essays and format them in **Courier New 12**. Send them as .doc or .docx files (**not as pdfs**). (I know Courier is ugly, but its size makes it easier to work with than some of the alternatives.) I work in MS Word and will use the Track Changes and Insert Comment functions.
- 2) Lateness and extensions: Essays turned in late without prior approval will receive an F. I am happy to grant brief extensions, but you must contact me in advance of the due date to request one.
- 3) Revision: You are required to revise one of your first two essays for this class.
  - a) Revision means more than simply correcting problems I found (or, on revisiting the essay, you found) on the original version; it means taking the opportunity to give the original version a complete reconsideration. Whatever survives from the original in the revised version should have been subjected to scrutiny: does it really serve the purpose it needs to serve, as effectively as possible? I want to see evidence that you have subjected your original version to this type of scrutiny.
  - b) When you decide to revise, you will need to schedule a meeting with me shortly after receiving the original graded version back, to discuss strategies for revision. You are responsible for coming to this meeting with your original essay showing my full comments, either on screen or printed out. You should be prepared to talk specifically about my comments and what you hope to improve (other than your grade). It's a good idea to choose one or two passages of the essay to focus on in our discussion, as examples of things you might improve. If you fail to bring your essay to prepare for the meeting, I will not be able to help you prepare for your revision.
  - c) The grade for the revision will replace the original grade, but there is no guarantee of a higher grade on the revision than the original version received.
- 4) First page: Your essay doesn't need a cover sheet, but at the top of the first page it should give your name, the class, and which topic you have chosen. It should also feature a good title and a **pledge** stating that the paper is entirely your own work.
- 5) Please number your pages.
- 6) Quotation: you will need to quote a good deal from the text(s) you are discussing. When you quote, follow your quotation with a parenthetical citation giving the work's name (the first time; after that, if you're quoting only one work, it's not necessary to keep repeating it) and the page number. You don't need footnotes or endnotes, or a "Works Cited" list or bibliography. Quotations of longer than 5 lines should be set in on both sides and should be double-spaced. They do NOT need quotation marks around them (the setting-in indicates that it's a quotation). They don't need an extra blank line before and after them. Quotations from poetry should reflect the line breaks in the quoted poem.

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21L.003 Reading Fiction: Imaginary Journeys  
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