Intertextual Analysis: Submission Checklist

In order to be accepted and assessed, your paper must meet the following requirements or include the following elements:

- ➢ Length and format
    - ❒ At least 6 pages of text
    - ❒ Typed in a 12-point, serif font such as New Times Roman, Baskerville, Georgia, etc. (Sans serif fonts, like this one, are not acceptable. Examples include Arial, Helvetica, Verdana, etc.)
    - ❒ Double-spaced
    - ❒ First line of all paragraphs is indented one half-inch
    - ❒ No "double-double" spacing between paragraphs, unless it denotes a section break
    - ❒ Paper formatted on white 8½-by-11-inch paper
    - ❒ 1-inch margins at top, bottom, and both sides
    - ❒ Nothing on the paper is handwritten
    - ❒ Except for the first page, all pages are numbered in the top or bottom right-hand corner
        - ❒ First page is not numbered
        - ❒ All page numbers are typed
        - ❒ Bibliography is included in the page numbering
- ➢ Heading
    - ❒ Name, block, and date submitted in the upper right corner. Single- or double-spaced
    - ❒ The paper is titled in a way that captures the thesis
        - ❒ Title is centered and formatted in bold
        - ❒ Title retains 12-point font
- ➢ Quotes and Citations (see "Reference" section of website)
    - ❒ Quotes are integrated into paper with proper technique (see web page "Skillfull Quoting Technique")
    - ❒ Parenthetical citations in text adhere to MLA format (see web page "MLA Citation Technique")
    - ❒ Passages four lines or longer are block quoted. Block quotes are single-spaced and indented one inch from normal text margins on both sides.
- ➢ Bibliography (see web pages "MLA Format" and "Works Cited List")
    - ❒ Sources, both literature and research, documented in correct MLA format
    - ❒ Bibliography comes at the end of the paper
    - ❒ Begins with the title "Work Cited," centered
    - ❒ Entries are presented in alphabetical order
    - ❒ Entries are formatted with a hanging indent
    - ❒ Entries are double-spaced
- ➢ Conventions
    - ❒ Paper is spell-checked
    - ❒ Every sentence begins with a capital letter and ends with a concluding punctuation mark
    - ❒ Verb tense is correct and consistent. Use present tense for literary analysis
    - ❒ All titles within the text are italicized (books, films, albums) or put in quotation marks (chapters, poem titles, song titles)
    - ❒ Contractions eliminated: *it is* rather than *it's*, *do not* rather than *don't*, *I am* rather than *I'm*, etc.

Signature: _____   Date: _____