

## American Author Paper: 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 10 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 website for specific rules and examples)
  - ☐ Quotes are integrated into paper with proper technique (see website link to “Integrating Quotes into a Paper (MLA style)”)
  - ☐ Parenthetical citations in text adhere to MLA format (see website page “Parenthetical Citations”)
  - ☐ 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 website page “Citing Sources” for specific rules and examples)
  - ☐ Sources, both literature and research, documented in correct MLA format
  - ☐ Bibliography comes at the end of the paper
  - ☐ Begins with the title “Bibliography,” 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: \_\_\_\_\_