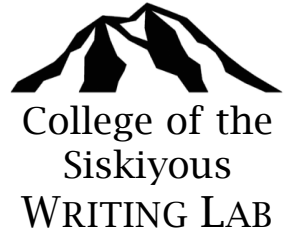


STEP NUMBER ONE: KNOW THE GUIDELINES



INTRODUCTION: Know what your instructor wants. Ask specific questions in class, meet with your instructor during office hours, and carefully look over any handouts given on the subject. Although not presented as a definitive list, you should at least know the following.

What is the required length of the paper? _____

What kinds of topics are acceptable/not acceptable? _____

Has the instructor indicated how the paper will be graded? If so, write down all the information you have: _____

When is the final copy due to the instructor? _____

Date you plan to take the rough draft into the Writing Lab? _____

What is the minimum number of sources required? _____

Are there any restrictions on sources? (For example, are encyclopedias acceptable, is there a limit on the number of Internet sources, can you use your textbook as a source?)

Is the date of the source important? _____

Does the teacher prefer MLA, APA, or standard Footnote/Endnote and Bibliography format?

Does the Writing Lab have a file copy of a past student's graded paper you can look over?
