

Your Name

Instructor's Name

Class title (& period)

Day Submitted

Title of Paper

The following items should be adhered to in typing your final draft: a) 12 point type, regular, not bold. b) justified left c) standard font (Times, Helvetica, Chicago etc.) d) all pages except the first should be numbered in the upper-right hand corner. e) black print. f) one inch margin at top, bottom, sides g) no title page, folder, or cover.

Make sure that your essay has a title that reflects the content. Avoid generic titles like "position paper", "self-presentation" or "final essay". You will also need to email me a copy of your typed draft as an attachment to [bpollard@marisths.org](mailto:bpollard@marisths.org). (**Word or PDF files only**) In the subject of your email please write the following: position paper title, class period, your last name. Ex: parable essay, per 6, Brown.

Finally, some advice about the language of your papers

- 1. Use adjective and adverbs sparingly**
- 2. Use concrete nouns**
- 3. Use active verbs**
- 4. Avoid using the following words**
  - nice**
  - neat**
  - very**
  - really**
  - a lot**
  - basically**