



Environmental Policy

Writing Guide

Name:

Section:

Directions: These are the things you should look out for when editing your papers, based upon many common errors. This writing guide should be used in helping you write any of your papers in my class. The grade of a paper will be severely reduced if there are too many errors. You should not solely rely on spell-check to be sure your spelling is correct since you may spell a word correctly, but use the word incorrectly. As always you should proofread your papers to check for coherency.

1. THESIS STATEMENTS: should include a defendable claim with the main pieces of evidence you will use to support it.
 - I. Example 1: Compare and Contrast Paper - The Greek and Roman civilizations had similar education, and philosophical styles, but the Romans focus on Imperial expansion prevent the two from being looked at as being too similar.
 - II. Example 2: Historiography – American historians often view the dropping of the atomic bomb on Japanese cities in different respects; directly after the event it was viewed as a necessary evil, while contemporary historians stand by their view that it did more harm than good.
 - III. Example 3: Research Paper – Napoleon Bonaparte will long be remembered for his role as a conqueror, but his Napoleonic Code had a far greater impact on the general course of European history in the 19th Century.
 - IV. Example 4: Change over time – In America's infancy they developed a foreign policy of non-involvement in other nations' affairs, but as they matured they took on more aggressive stances in order to protect their interests.
 - V. Example 5: Persuasive – Although Christianity had many benefits to the development of Europe, the death brought on by the crusades and inquisition outweighs the benefits.
 - VI. Example 6: Cause and Effect – Though the United States tried to remain neutral during World War I, the German policy of un-restricted submarine warfare and the Zimmerman telegram eventually forced them to enter the war on the side of the British and French.
 - VII. Example 7: Statement – Qin Shih Huang's role as a builder and military ruler made him an effective leader in imperial China.
2. State names should be spelled out or may be abbreviated if used repeatedly in a paper
3. Format for writing out dates: April 17, 1933, or 17 April, 1933
4. “It is too cold for the two of us to go skiing
5. There is no way their car will hold all of us. They're going to see us
6. In formal writings avoid contractions (It's, They're, aren't)
7. Be sure to proof read your papers! Spell check may say it is correct, but it can still be the wrong word
8. Paragraphs lasting a full page are evidence of a poorly organized paper. Be sure that your paragraphs do not run on too long, the longest a paragraph should ever be is about $\frac{3}{4}$ of a page.
9. Underline book titles. Television shows, magazines, articles, movies, essays, pamphlets, and short stories go in quotes.

10. Sentence errors

- a. Any sentence that is a run on is highly annoying to read and it really makes me mad to have to try to edit them, I do not look favorably on papers that have run on sentences. If you're curious, that was a run on sentence.
 - b. Not having complete thoughts in each sentence. "Since the Germans called the big cups they drink out of steins"
11. Use most politically correct word, unless you are talking about a people from a historical context (American Indian vs. Indian)
12. Spell out numbers up to 100. Anything after you can use the numeral form.
13. Whose is the possessive form of who. Who's refers to who is.
14. Never end a sentence with ...
15. Indent the beginning of paragraphs
16. A lot is two words (not alot) All Right is correct (not Alright)
17. Capitalization Errors

- a. When you use a title in place of a person in is capitalized. "Mother was angry with us."
 - b. Capitalize months not seasons
 - c. Religions, Important documents(the Bible, The Declaration of Independence), and groups of people (American Indians, Catholics) are all capitalized
18. past refers to something that has already happened (in the past). Passed refers to something going by (we passed the truck)
19. The man who knew everything. NOT the man that knew everything.
20. However, and of course are set off by commas. There is almost always a comma before the word "but".
21. Be sure that words all match one another. "Diana was going to go to the party, but then **he** decided against it."
22. Always number your pages if there is more than one.

23. Papers are 12pt, Times new roman, with one inch margins!

24. Informal writings are single spaced, formal writings are 1 ½ spaced.
25. Format for paper headings:

NAME:

CLASS/SECTION:

NAME OF ASSIGNMENT

TITLE OF PAPER

26. Citing papers need to be in MLA or APA format, as long as you stick to one I do not care which one you use. Same goes for using footnotes or endnotes. I prefer footnotes.

Example Citation:

Lass, William E., Minnesota: A History (Second Edition), W.W. Norton & Company, New York, New York, 1977

"Egypt: Secrets of the Pharaohs", National Geographic Video, Copyright 1997