

Style Sheet for Writing Assignments (MMW 4-6)

The following criteria apply to **all MMW 4-6 writing assignments** (Research Question and Annotated Bibliography, Prospectus, and Final Draft). **Assignments must:**

- Have a **heading** that includes your name, TA & section number, assignment title, & date
- Be **typed and double-spaced with 1" margins** on all four sides
- Be **stapled** together with **pages numbered**
- Use **MLA format** to credit all sources, including lecture and internet material. For a guide, see Ann Raimes. *Keys for Writers*, 5th Ed. New York: Houghton Mifflin, 2006.
- Adhere to **proper grammar and spelling** (for a guide, see *Keys for Writers*)
- Have a **title** (for final papers)
- Have **previous graded writing assignment(s)** attached (for Prospectus and Final Paper).

Failure to comply will result in a **one-third of a letter grade deduction per criterion**; **MLA documentation errors** result in a **one-third of a letter grade deduction for each type of error** made consistently. The maximum credit lost for MLA formatting errors is 1 full letter grade.

Late paper policy:

All assignments must be turned in to your TA. **You may not turn in papers to the MMW office, nor put them in your TA's mailbox**; such papers will not be graded. The late penalty for papers is one-third of a letter grade per day.

Academic misconduct:

Each student is responsible to know and observe the UCSD rules concerning academic integrity and plagiarism. Student responsibilities and rights under the UCSD Student Code of Conduct can be found at: < http://ugr8.ucsd.edu/judicial/22_00.html >

There are a number of forms of academic misconduct that you must be careful to avoid. One of these is plagiarism. **Plagiarism** consists of using an author's words, ideas, or facts, or of copying the structure of an author's work, without acknowledging that author as your source. Another form of misconduct is for students to turn in copies of the same paper, or papers that contain **identical material**. It is also a violation of University rules to submit substantially the same material in more than one course without prior authorization of all instructors involved.

Fabrication of a reference – that is, taking material from one source but crediting that material to another – also violates University rules.

Penalties for plagiarism include receiving a **failing grade for the assignment and/or for the course** (decided by the Professor). Additional sanctions are established by the Dean of Student Affairs, including **academic probation, suspension, and/or expulsion**. Instances of academic misconduct are recorded in a **student's academic file**.

Each student is responsible to ensure his/her paper is free from plagiarism. Give credit to all authors and lecturers whose work you have used, and enclose all quoted material in quotation marks – no matter how brief. As a rule, it is better to give too much credit than too little – so when in doubt, cite.

Revised 9/22/07