Style Sheet for Writing Assignments

The following criteria apply to all papers written for MMW, including prospectuses, rough drafts, and other short writing assignments.

General submission criteria:
- All papers must have a complete heading that includes your name, your TA’s name, your section number, the assignment number or title, and the date.
- All papers must be typed in Times New Roman 12 font and double-spaced.
- All papers longer than one page must be stapled together.
- The pages of all papers longer than one page must be numbered using MLA format.
- All papers must have 1-inch margins on all four sides.
- All papers must use MLA documentation to credit all sources, including lecture and Internet material. For documentation format, see Andrea A. Lunsford’s *Easy Writer* and http://owl.english.purdue.edu/owl/resource/747/12/.

Deductions
Before you turn in any piece of writing, make sure that it adheres to all of the above criteria. You will lose one-third of a letter grade for each criterion you fail to meet; in the case of MLA documentation errors, you will lose one-third of a letter grade for each type of error you make consistently. The most credit you will lose for MLA formatting errors is one full letter grade, but please note that you can lose additional credit for failure to cite when necessary and for heading and other errors. These penalties can add up quickly and lower your grade to subterranean regions.

Late paper policy:
All papers must be handed to your TA during section, lecture, or office hours. You may not turn in papers to the MMW office, nor may you put them in your TA’s mailbox. Papers that are left with the MMW Program or in a mailbox will not be graded.

You will lose one-third of a letter grade for each day that a paper is late. If you will be unable to attend section or lecture on the day that your paper is due, it is your responsibility to make other arrangements for getting your paper to your TA. Ask your TA whether a paper due in section may be turned in without penalty later in the day. Remember that a weekend counts as three days; if your paper is due on a Friday and you don’t turn it in until Monday, you will lose an entire letter grade.

Spelling:
The policy for spelling-error penalties is as follows. You will be allowed two un-penalized errors per page of text. If you have three or more spelling errors on a page, you will lose one-third of a letter grade on that page. The same rule will apply to each page of your paper, so make sure that you proofread carefully; if you do not, the penalties will add up quickly. Remember that your computer’s spell-checker is a useful but not entirely reliable device, since it will not save you from writing “it’s” when you mean “its” or “their” when you should write “there.” Proof your work with your own eyes besides using spell-checker.

If spelling is a chronic challenge for you, find a friend who can proofread your papers for you—but bear in mind that proofreading for spelling will allow you to catch a number of other errors and awkward phrases that would otherwise get past you. (Note: proofreading on a hard copy, rather than on the computer screen, is usually much more effective.)
**Plagiarism and other academic misconduct:**
MMW requires each writing assignment to be the product of original individual work. While we encourage you to discuss your ideas—and to share your sources of information—with others, we expect the words you submit in your paper for a grade to be yours. It is your responsibility to comply with the University’s *Policy on Integrity of Scholarship* outlined below:

**Students’ Responsibilities**
Students are expected to complete the course in compliance with the Instructor’s standards. No student shall engage in any activity that involves attempting to receive a grade by means other than honest effort; for example:

1. No student shall knowingly procure, provide, or accept any unauthorized material that contains questions, or answers to any examination or assignment to be given at a subsequent time.
2. No student shall complete, in part or in total, any examination nor assignment for another person.
3. No student shall knowingly allow any examination nor assignment to be completed, in part or in total, for himself or herself by another person.
4. No student shall plagiarize or copy the work of another person and submit it as his or her own work.
5. No student shall employ aids excluded by the instructor in undertaking course work or in completing any exam or assignment.
6. No student shall alter graded class assignments or examinations and then resubmit them for re-grading.
7. No student shall submit substantially the same material in more than one course without prior authorization.

To see full Policy: [http://students.ucsd.edu/academics/academic-integrity/policy.html](http://students.ucsd.edu/academics/academic-integrity/policy.html)

Here are some other forms of academic misconduct that violate University Policy:

**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. It is your responsibility to ensure that nothing in any of your papers is plagiarized. Be careful to avoid **unintentional plagiarism**. For example, if you include a direct quotation in your paper—even one that’s only a few words long—you must be sure both to enclose it in quotation marks and to acknowledge your source with a parenthetical citation. A **paraphrase**, while not enclosed in quotation marks, must also be introduced with the name of the source and followed by a parenthetical citation. Even sources with anonymous authors, such as many websites, must be credited in this way.

**Fabrication of a source citation** – that is, taking material from one source but crediting that material to another or of making up a source citation – also violates University rules. Make sure also to provide correct citation information; **attributing material to the wrong author or the wrong text** is almost as bad as giving no credit at all. Consult a writing handbook or talk with one of your instructors if you are unsure of exactly what is and what is not considered to be plagiarism, or if you are unclear about the rules for the correct citation of sources. Make sure that you give credit to all authors and speakers whose work you use, and **enclose all quoted material in quotation marks**. As a rule, it is better to give too much credit than too little – so when in doubt, cite.
Consequences of Academic Misconduct
The University considers plagiarism and other academic misconduct to be serious academic offenses. Anyone whose paper appears to contain a plagiarized passage or to otherwise violate the rules on academic integrity will have his or her work reviewed by MMW’s Academic Coordinators and the professor. If the violation is found to be serious enough, the student could receive an “F” on the assignment or an “F” for the course (the academic sanction is determined by the professor) and the student’s file will be forwarded to the ERC Dean of Student Affairs. If the Dean determines that there is, indeed, academic misconduct she will impose a conduct sanction, the severity of which will depend on the extent of the misconduct.

It is important to note that even a first offense can result in a quarter’s suspension and that the standard sanction for a second offense is suspension or permanent dismissal from the university. Any instance of academic misconduct can be recorded in a student’s file. Such a record might interfere with a student’s acceptance into law, medical, or graduate school, or might make that student ineligible for positions requiring a security clearance, such as a government internship.

We hope that you will never feel the need to plagiarize out of fear that your own work isn’t good enough. We expect students to write like students, not like professionals. What matters most is for you to demonstrate that you’ve thought about the material and that you’ve learned something from it. You don’t need someone else’s words to do that.

Revised 9/23/2014