

A brief guide to correction marks:

circle = a problem with spelling, grammar, punctuation, verb tense (use the *simple past tense*),
passive voice (use the *active voice*)

• (in the left-hand margin) = an error on the line (usually one of the circle errors—see above)

ww = wrong word, a problem with word choice (but generally on the right track)

? = unclear, confusing word or phrase (either you are not on the right track, or your point is confusing)

~~~~~ [squiggly line] = awkward statement, or a vague or confusing point

[bracketed word, phrase, sentence] = rethink or omit

circled T = need a transition between two sentences or two paragraphs

¶ = new paragraph

== [triple underline] = capitalize

Avoid contractions, split infinitives, ending sentences with a preposition.

Make sure that you discuss quotations, rather than assume that their meaning is self-evident or that they can stand on their own.

Refer to authors by their last names, or their first and last names. Do not use titles (Mrs., Miss, Mr., Dr.) unless you use them consistently for every individual mentioned in the essay.

Place footnote reference marks at the end of the sentence. If a sentence contains two references from two different pages, or from two different sources, note them in order. Place the footnote reference mark *after* the punctuation: .”<sup>1</sup>

Please *double space* your essay. You do not need to right justify your margins.