

East Carteret High School
AP Literature and Composition/AP Language and Composition
Writing Format

Follow MLA format; if unfamiliar with MLA, please refer to http://owl.english.purdue.edu/handouts/research/r_mla.html

Format: Assignments not in compliance with these guidelines will not be accepted.

- Formal assignments MUST be **typed** using 12 point (Times New Roman) and double-spaced! No big spaces between paragraphs
- Essays must have an original title – UNPUNCTUATED! Center your title on the line below the header, and begin your paper immediately below the title.
- Indicate a new paragraph by indenting the first line 5 spaces (one tab)
- Provide a double-spaced entry in the top left corner of the first page with following information:
 - Name (unless otherwise instructed)
 - Instructor's name
 - Course name
 - *Assignment (required for AP classes, not MLA format)
 - Date
- Staple left-hand corner *prior to class*
- All margins should be 1 inch
- First page should not have a page number; however, the following pages should be numbered in the upper right-hand corner. The page number should be preceded your last name: Doe 2.
- When using information obtained from more than source, you must include a *MLA-formatted* works cited page.
- When required, use MLA format parenthetical documentation.

Submission procedure

- All assignments are due at the *beginning* of class, no exceptions!
- In the event of a computer or printer emergency, you may submit a photocopy of your handwritten copy as a *placeholder*. A typed copy is expected the next day to receive credit. Not typed copy, no credit. Do not rely on the school computers or printers to work for you in a last-minute bind. No late passes from library explaining technical problems will be accepted.
- When in doubt for any assignment, follow the above format to avoid any loss of credit.

Mechanics/Grammar

Failure to comply = minimum of 2 points deducted per error

- Proper sentence structure required i.e. no run-ons, comma-splices, etc.
- Use active voice.
- Use 3rd person ONLY with literary analysis
- When writing about literature, use present tense ONLY!
- When writing about actual events, use past tense when appropriate
- You may put a quotation at the beginning, middle, or end of your sentence, or, for variety, divide it by your own words. Osborn writes of Atticus in *To Kill A Mockingbird*, “Atticus thinks no matter who is being judged by the court, the court should find him innocent or guilty on the facts and not on their skin color” (Osborn 100). This philosophy extends to his everyday life as well.

Or,

“Atticus thinks no matter who is being judged by the court” Osborn writes of *To Kill A Mockingbird*, “the court should find him innocent or guilty on the facts and not on their skin color” (Osborn 100).

- Do not leave a quote free standing. In other words, do not have a quote as the free standing sentence without the lead in. Do not end a paragraph with a quote.

Style

- Employ appropriate paragraphing demonstrating sophistication beyond the five-paragraph essay.
- Utilize mature syntax including sentence variety with regard to phrases and clauses and also types of sentences i.e. compound, complex, etc.
- Display mature use of punctuation i.e. semi-colons, dashes, colons, etc.
- Write in a concise and clear manner as opposed to verbose and muddy.

Content

- Thesis statements are always required, whether implicit or explicit.
- The conclusion does NOT simply restate the introduction. Look for the greater impact, the overall meaning, the bigger picture – and explain/explore it.
- Show, don't tell.

Revisions

- **AP Lit. & Comp.:** When you revise, you must include your original draft, your revised draft, and on your revised draft you are to include an explanation for every correction or change you make, whether regarding mechanics or content.
- **AP Lang. & Comp.:** When you revise, you must include your original draft, your revised draft, and a justification for your changes. Also, grammatical corrections are due the day after papers are passed back. Corrections must be on a separate sheet attached to graded papers with original mistake, corrected mistake, and grammatical rule of explanation for each mistake.

Example:

Original sentence: He went home and I did too.

Corrected sentence: He went home, and I did too.

Rule: Two independent clauses must be separated into two sentences, joined by a semi-colon, or joined by a comma and coordinating conjunctions.

Accurate corrections will earn back one point of the original two points deducted on the paper.