

REMINDERS / CHECKLIST

- No bolds
- Double spaced
- Times new roman
- 12 point
- No strange margins - 1 inch
- Only 1 "header" on first page
- All parentheticals ex: "Quote" (Golding 52).
- No CAPS on any words e.g. ~~PHYSICAL~~
- No "I", "me" or other personal pronouns in ANY of your paper* (*unless in quotes)
- Capitalize the start of every sentence, and all PROPER NAMES, e.g. Ralph, Jack etc