

Checklist

All electronic submissions must conform with the following three specifications. Those that do not may be returned to the author with the terse remark: "no good."

- _____ The name of the file sent as an attachment **MUST** begin with your last name.
- _____ The file **MUST** be sent in MS Word using the .doc extension (not .docx).
- _____ Your e-mail address **MUST** appear on the paper itself.

The items below pertain to all papers, however they are submitted. It is assumed that any paper submitted to me has been prepared in conformity with these specifications. Violations of these requirements will result in point deductions.

- _____ The paper has a title that relates to the content of the paper.
- _____ The pages of the paper are numbered consecutively.
- _____ The paper is typed or computer-printed.
- _____ All quotations have been double-checked for complete accuracy.
- _____ Quotations are always accompanied by page number references.
- _____ The spelling in the paper has been checked very diligently.
- _____ Dr. Werth's guidelines for citation have been followed scrupulously.
- _____ All margins are about one inch (left, right, top, and bottom).
- _____ The paper is of the required length neither too long nor too short.
- _____ The paper's central propositions are presented in the introductory paragraph.
- _____ All paragraphs are coherent and have good topic sentences.
- _____ The paper has been proofread very carefully.