

Term Paper “FYI’s” Before Final Draft Submission

- Split Contractions (Example: didn’t becomes did not)
- Make sure quantitative (numerical data) is cited parenthetically
 - Dates, Percent, Amount, etc.
- Use transitions between paragraphs, this may be combined with a concluding sentence
- Do NOT introduce a new concept or word in the conclusion
 - Should be a reiteration of the entire paper in very general terms.
- Set off quotation marks by a comma
- Avoid words like: very, some, etc.
- Italicize movie titles, book titles, words in a foreign language
- United States should NOT be abbreviated to U.S.
- World War II and Second World War are correct (Not WWII)
- Remain in the ACTIVE voice
 - Remove helping and linking verbs and rephrase.
- Avoid THAT!
- Works Cited on ONE page, decrease font if possible
- No double space after punctuation
- Fix in text citations to underlines according to individual drafts
- Elaborate! Add descriptions.

You don't HAVE to accept my change of wording edits, but if I rephrased, consider rereading what you originally had and ask yourself if it really is stated best.