GUIDELINES FOR TURNING IN PAPERS

Due date/time: Papers are due by noon on Mondays (before lecture), on the due dates for each essay (see essay due date schedule on the syllabus and course website).

Word counts, margins, page numbers, etc.:
   * Your paper must be double-spaced, font size between 10-12 points, and with margins all around between .75 and 1 inch.
   * Word count should average around 1500 words, but must be between a minimum of 1200 words and a maximum of 2000 words (you can go a little bit over or under these limits, but not by much). Everyone needs to write about the same amount so that the marking between papers can be fair (no one gets to go into a lot more depth than others).
   * What must be on your paper:
      -- numbers on the pages
      -- your name at the top of the first page (no need for a separate title page)
      -- a title for your essay
      -- somewhere on the first or last page, type out the paper topic you are addressing, so everyone knows which one you're answering

Citations: Be sure you cite your sources correctly, even if you just use one source for the paper. **Use the MLA citation style for all your papers for Arts One.** There are many web pages that explain how to use MLA style, including on from the UBC library: http://help.library.ubc.ca/evaluating-and-citing-sources/how-to-cite/

Getting your paper to Christina and your fellow tutorial members

  (1). You'll be submitting your essays on the course website: http://a1hendricks.arts.ubc.ca (see the menu item called "submit essays"). Paste your essay into the box provided, and it will show up for Christina and for the other tutorial members to see on their dashboards. Then everyone can make comments on the page with the document, right next to the paragraphs.
      Please see this page on our course website for how to submit essays on the site:
      http://a1hendricks.arts.ubc.ca/course-materials/submittingcommenting-on-essays/

  (2). Also please add the essay as an MS Word file or Pages file where it says at the bottom of the submission page: upload a copy of the essay to send to Christina. This is so that I can give you more detailed comments such as grammatical and punctuation issues, without cluttering up the comments on the side of the essay itself where others are making their comments.

  (3). Your tutorial members may also want to have a copy to keep, or print out for themselves to bring to tutorial. To give them this option, please also upload an MS Word or PDF file for them to download and print or save. You'll see a box for this under the submission box where you copy and paste your essay.

  If the site isn't working for some reason, don't panic; send me your essay via email!
      c.hendricks@ubc.ca

Late penalties

Late essays: If I do not receive your paper by 12pm on the due date on the website or via email, and you do not have a valid reason for its being late, it will be subject to a 5% per weekday penalty (less than 5% if you submit it Monday before 5pm, 5% if you submit Tuesday before 5pm, 10% if Wed. before 5pm, etc.). I need to see your papers well in advance of tutorial time, so I can have helpful comments to give at that time – thus the discouragement of late papers. If you cannot turn your paper in by the due date, please talk with me about why as soon as possible (preferably before the paper is due, but if this is not possible, talk with me as soon as you can after it's due). We will then discuss the nature of the reason and I'll let you know if there's going to be a late penalty or not.

Penalty for not being present in tutorial when your paper is discussed: If you do not present your paper in the tutorial meeting for the week we are discussing it, your paper will be subject to a penalty of 10%, unless there is a very good reason why you could not be there or have your paper ready to present. This must be discussed with me before the tutorial if at all possible.

Note that all of the above penalties can add up: it's possible to turn a paper in a day late, lose 5%, then not be in tutorial and lose another 10%, meaning you get 15% deducted from your paper mark. This is to provide incentive to get your papers turned in and for being there in tutorial when your paper is discussed!

Checklist before submitting your essay

1. Have you looked at the marking rubric and tried to fulfill the criteria noted there?

2. Page numbers on your essay (won't show up in the one you submit in the text box on the website, but they will show up on the ones you upload for me and for your tutorial members, under the submission box)

3. Name on your essay

4. Title for the essay

5. Essay topic typed out somewhere on the essay (beginning or end)

6. Works cited list in MLA style

7. Citations for quotes and paraphrases in the text in MLA style

8. Are there line breaks between the paragraphs after you've copied your essay into the submission box on the website?

9. If you wrote your essay in Pages, did you save as MS Word first before copying and pasting into the submission box?

10. Is the version you uploaded for Christina in MS Word or Pages format? I can't easily make comments on PDFs.