**Essay Checklist**

**Go through your essay slowly and carefully with this list before sending it in.**

**On the department website, you will find all the essay writing** [**guidelines**](https://english.haifa.ac.il/departmental-style-sheet-2/?lang=en)**.**

**Here are some penalties for not following these guidelines:**

|  |  |
| --- | --- |
|  **ERROR** |  **POINTS OFF** |
| If the font is not Times Roman or Garamond  | 1 |
| If the font is not 12 pt. | 1 |
| If the first page is not formatted according to the example on the Style Sheet (see the last item in the “Formatting” section) | 2 |
| If your name is not on the first page of the essay itself | 1 |
| If the essay has no title that reflects the main idea of essay (and it cannot be the title of the work being analyzed) | 2 |
| If all the main words in the essay title are not capitalized | 1 |
| If the computer file name is not your full name and “Paper 1” etc. | 1 |
|  |  |
| If there are no page numbers on the pages (paginate) | 1 |
| If the lines between sentences are not double spaced | 1 |
| If quotation marks or italics are not used for text names, depending on genre | 2 |
| If paragraphing is not done correctly (indent new paragraphs; no extra space between paragraphs)  | 1 |
| If the text author’s full name and text title do not appear in the introduction | 2 |
| If line citations are done incorrectly (line number if quoting from poem; page number or author’s name (if an online text) if quoting from prose | 2 |
|  If blockquotes are done incorrectly | 2 |
| For every single mistake in punctuation – periods/slashes/commas/quotation marks -- when quoting | 1 |
| For each comma splice error | 2 |
| For each run-on sentence | 2 |
| For each sentence fragment | 2 |
|  If student repeats quotation in their own language  | 1 |
|  If verb tenses are not consistently in present tense when referring to text being analyzed | 1 |
| For every contraction used | 1 |
| If a secondary source is missing (if assignment requires this) | 2 |
|  |  |
| **WORKS CITED LIST** |  |
| No Works Cited list (when required) | 5 |
| Not alphabetizing works cited list by author last name | 2 |
| Every single mistake in works cited format | 1 |
|  |  |
| **LATENESS**  |  |
| It is critical essays be handed in on time. Late essays will be penalized.  | First day late = 3 points Every subsequent day = 1 point |