

## Maine South Essay Manuscript Rules

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| <p><b>Heading:</b></p> <ul style="list-style-type: none"> <li>• Single space.</li> <li>• Right justify.</li> <li>• Leave a blank line after the heading.</li> </ul>  | <p>Your Name<br/>Class Title-Period<br/>Date</p>  |
| <p><b>Title:</b></p> <ul style="list-style-type: none"> <li>• Use bold type.</li> <li>• Center the title.</li> <li>• Leave a blank line after the title.</li> </ul>  | <p><b>Your Essay Title</b></p>  |
| <p><b>Text:</b></p> <ul style="list-style-type: none"> <li>• Indent each paragraph.</li> <li>• Double space.</li> <li>• Do not put blank lines between paragraphs.</li> </ul>  |   |
| <p><b>Formatting Guidelines:</b></p> <ul style="list-style-type: none"> <li>• Write on only one side of a page.</li> <li>• Use standard margins (Top &amp; Bottom 1"; Sides 1.25").</li> <li>• Include page numbers after page one (Bottom-Centered).</li> <li>• Use 12 point font.</li> <li>• Use Arial or Times New Roman font.</li> </ul> |   |
| <p><b>Internal Citations:</b></p> <ul style="list-style-type: none"> <li>• Place citation in parentheses.</li> <li>• Include author's last name &amp; page number.</li> </ul>  | <p>When citing a fact or a direct quotation, include an internal citation to identify the source and location of the preceding information.</p> <p>In Muir Woods many redwood trees exceed six feet in diameter (Loneragan 43).</p> |
| <p><b>Quotations:</b></p> <ul style="list-style-type: none"> <li>• Enclose all direct quotations in quotation marks.</li> <li>• Use an internal citation to identify the source of each quotation.</li> </ul>  | <p>When Dr. Stockman tells the Mayor that he will publish his article, the Mayor replies, "Believe me, the public has no need of new ideas; it's better off without them" (Ibsen 189).</p>  |

**Maine South Shared Editing Marks:**  
**Creating Common Corrections**

**Preferred editing marks:**

| Writing Error                | Preferred Editing Mark |
|------------------------------|------------------------|
| insert                       | ^                      |
| change to capital letter     | <u>d</u>               |
| change to lower case letter  | <del>D</del>           |
| close up space               | water fall             |
| separate words               | each other             |
| run-on sentence              | r-o                    |
| sentence fragment            | frag                   |
| parallel structure           | //                     |
| not clear                    | ?                      |
| awkward sentence             | awk                    |
| incorrect format             | format                 |
| paragraphing                 | Ⓟ                      |
| pronoun-antecedent agreement | pn-a                   |
| vague pronoun reference      | pn-r                   |
| subject-verb agreement       | s-v                    |
| transpose                    | ~                      |
| topic sentence               | TS                     |
| clincher sentence            | CS                     |
| transition                   | trans                  |
| repetitive                   | rep                    |
| spelling                     | sp                     |
| word choice                  | wc                     |
| wrong word                   | ww                     |
| verb tense                   | vt                     |