

## Writing Papers and Essays – Basic Instructions

- **The usual length of the paper/essay is 12 pages. There is a 15% margin either way. Deviation from this either way will be marked down.**
- **After determining the subject of your paper/essay start by defining the question(s) that urgently need(s) to be answered.**
- **Use a paper/essay plan and make this as explicit as possible. Structure is crucial to a clear paper/essay. Use a table of content and chapter headlines to make the structure clear.**
- **Once you have developed a raw draft, check coherence and consistency in the argument. Relate each point/section of your paper/essay to your initial question(s). Refine the beginning to your conclusion as well as the interior order of argument.**
- **Use an introduction to say what you will do and why you will do it. Use a conclusion to say what you have done. Your conclusion should be able to be read by itself as an answer to the questions asked. Use footnotes and a bibliography. Failure to reference quotations and ideas used in other works will be marked down. Plagiarism will lead to a rejection of the paper.**
- **Any notes should be numbered consecutively and placed, printed in 10-point font and 1.5 space between the lines, at the bottom of the page.**
- **Edit the final draft regarding balance, tone, active thought and language to engage the reader in the process of arriving at recommendations or conclusions. Check style: grammar, punctuation, syntax, paragraphing, and format.**
- **Always proofread your edited draft paper/essay before finishing. Illogical sentences and typing errors are marked down as it shows a lack of care and attention.**
- **One hard copy of the paper should be submitted, printed in 12-point font, 2.0 space between the lines. Leave 2.5 cm margins on all sides of the page. The paper should be printed on one side of the page only.**
- **There is the option of delivering the paper by email attachment. Make sure that you get a confirmation of reception, either by mail or by phone. Without such a confirmation your paper will be treated like a late submission.**
- **Late submissions are not tolerated. Without prior explanation you will lose one third of a letter grade a day.**

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