**Submitting Papers and Projects**

**Late Papers. Projects, and Homework.**

Many papers have a email submission time of midnight.  Do not be late.  Late papers and projects receive a 10% penalty.

Homework is part of the learning process and timely practice of skills. Late homework will receive 50% credit after a week and will not be accepted after the topic/unit completion projects.

**File Format: Failure to title the file correctly (-2)**

All major papers and multimedia projects need to be sent via email before they are due (afnorthliterature@gmail.com).  If you are presenting in class, the file should be sent before class starts.

**Do not send a file that only says the paper/project topic or just your name**.   Do not do the following: Shakespeare Essay. I receive too many of these and then I have to go in and change the file title to distinguish you from other students. For this penalty, I basically charging you points for my time wasted from assessing your work.

When saving any school file for submission, you should use the following guidelines:

First Initial and Last Name with Topic

ex. CMoriconi Shakespeare's Language

You will be expected to keep a digital portfolio on your google drive for all of your papers and projects.

**MLA FORMAT: Please review the sample paper on my website**  
  
**No MLA Opening Header (-2)**

In the upper right corner you should have the following information:

First and Last Name

Name of Course

Name of Teacher (Ms. Moriconi) **Incorrect spelling (-1)**

Date

**No Last Name and Page Number in upper right corner of header (-1)**--see the sample MLA paper file. You open the page number function and you can add your last name in front of the number.  
  
**No Creative Title (-1).**  Take the time to think imaginatively about your paper topic. “Shakespeare’s Language” does not make the cut.  
  
**No citations within the paper (-10) or improper citation (-5).**  All essays and projects should include proper citation of sources.  This includes in-paper citations as well as a work cited page.  This MLA Format and the Helpful Websites will help you do this correctly.  All rubrics have this element as part of their criteria.  Please follow guidelines, so you don't lose points.

Failing to cite page numbers, line numbers, or act.scene.lines for the quotes/evidence from the texts tends to indicate that you did not take the time to find the quotes.  Page numbers must correspond to the books you receive or the online textbook.  For any class activity or quote log, you should get in the habit of citing information, then you will have them ready for use later.    
  
When you use quotes without page numbers or the dreaded Shmoop format (chapter, paragraph), such a choice tends to make your paper academically suspect.    
  
**No Works Cited Page (-5):** Any time you use a work (poem, short story, play, novel, image, literary criticism), you should have a Works Cited Page.  Easybib can also help.  Make sure the information is for the text we use in class. Your textbooks also offer plenty of examples.  
  
**Failure to use Spell/Grammar Check tool (-5).**  With these tools so readily available, you should take the time to use them. Make sure you turn on advanced settings to also deal with grammar as well as spelling.

**Failure to use unit vocabulary (-4).** Use the SAT vocabulary assigned throughout the school year. You will have a list of words and are expected to use at least 10 words in each paper. **Bold SAT words when you use them.**