**TABOO List \***

1. **No Name** -- Let us not belabor the obvious.
2. **Illegible Handwriting** –You many use manuscript or cursive, but your work must be readable. (Of course, you may also type)
3. **Unacceptable Paper** –Use only the front side of standard notebook paper. No fringe (caterpillars) lurking on your paper.
4. **Unacceptable Writing Materials** –Use blue or black ink only for all regular assignments. Pencil (unless you write too lightly with it) is acceptable. NO RAINBOW COLORS! They are difficult to read.
5. **Unacceptable Margins** –Respect the margins provided on notebook paper.
6. **Incorrect Punctuation of a Title**—When in doubt, ask. Otherwise follow these guidelines:

**“Quotation Marks”** **Underlining or *Italics***

short story novel

short poem book-length poem

magazine name of magazine

article in a newspaper name of newspaper

entry in an encyclopedia name of encyclopedia

episode of television series name of television series

song opera

essay movie

1. **Mechanical Errors Which Are Gross Illiteracies** –Proofread carefully for the following:

Failure to capitalize I

Incorrect use of its or it’s

Incorrect use of they’re, their, or there

Incorrect use of two, to, or too

Incorrect use of your or you’re

Use of the words hisself, theirselves, alot

Failure to capitalize a proper noun (specific person, place, thing)

Failure to capitalize the first word of a sentence

Failure to punctuate the end of a sentence

Failure to indent for a paragraph

Misspelling of literature, poem, poetry, writing, author

1. **Plagiarism** –Plagiarism is claiming, indicating, or implying that the ideas, sentences, or words of another are one’s own. It includes copying the work of another, or following the work of another as a guide to ideas and expression that are then presented as one’s own.



\*Polynesian word for a sacred prohibition put upon people, things, or acts making them untouchable, unmentionable, and absolutely forbidden.