TABOO\* List

1. **No Name --** Let us not belabor the obvious.

2. **Incorrect Heading --** Your name, hour, date, and assignment must appear in the upper right hand corner of the first page.

3. **Incorrect Punctuation of a Title --** When in doubt, ask. Otherwise, follow these guidelines:

***Italics /*** Underlined if not typed

Novel

Play

book-length poem

full-length book

name of magazine

name of newspaper

name of encyclopedia

name of television series

opera

movie

\**Also names of ships, airplanes, trains,*

*works of art, and foreign words and phrases*

**“Quotation Marks”**

short story

short poem

chapter in a book

article in a magazine

article in a newspaper

entry in an encyclopedia

episode of television series

song

essay

4. **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**

5. **Plagiarism -- Deliberate 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. This is not acceptable and will result in a zero grade. **Accidental plagiarism** is the improper handling of quotations and paraphrases without a deliberate attempt to deceive. If the plagiarism is accidental, the student may correct and rewrite the paper.

6. **Use of 2nd person POV** – “you” – do NOT address your audience

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