

Writing Center Checklist

Article Information

Title: _____

Field of Study (be as specific as possible): _____

Has this work been submitted elsewhere? Please circle. Yes/No

If yes, where? _____

Author(s): _____

(For multiple-author work, list names in descending order of their contribution to the research)

For consistency and clarity, the *Aquila* Editorial Board recommends that special attention be brought to the items listed below. If these requirements are not met the articles will not be considered for publication.

Style of Paper:

- There should be complete clarity within the thesis.
- This should be followed, throughout the paper, by ample evidence to support the thesis.
- Citations should be properly formatted for each specific discipline (e.g., APA, MLA, Chicago). This formatting includes both citations within the essay and in the notes (be it parenthetical or footnotes).

Grammar and Syntax:

- There should be a consistency with the use of verb tense; however, the passive tense is discouraged.
- There should be no incorrect use of words (i.e., use does not match the definition).
- The use of "you" is not allowed within the paper, instead use first or third person.
- All words need to be correctly capitalized and spelled. This includes citations.
- Revise sentences to eliminate comma splices and split infinitives.
- The use of the Oxford comma is recommended.
- There should not be a word repetitiously used, especially in the case of transitions.
- Contractions are not used in formal writing.

The above manuscript has been checked in its entirety for consistency and clarity as outlined above. There are no further recommendations for changes.

FGCU Writing Center Consultant

Date