## Writing Levels

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
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| **Short answers:**  
- Follow assignment directions.  
- Write answers in your own words, no copying and pasting from websites or other sources.  
- Use complete sentences and well-formed paragraphs with appropriate syntax.  
- Avoid using contractions and personal pronouns.  
- Proofread, check spelling and grammar prior to submission.  
- Use correct punctuation and capitalization. | **Informal essays or projects:**  
- Incorporate all Level 1 guidelines.  
- Use effective paragraph transitions  
- Include a clear introduction, body, and conclusion.  
- Use Arial or Times 12-point font  
- Double-space your text  
- Set page margins to one inch  
- Use reliable sources, cited properly within the text and listed on a references page when indicated. | **Formal papers:**  
- Incorporate all Level 1 and 2 guidelines.  
- Include a cover page that has your name, the paper title, instructor's name, course title or number, and date of submission.  
- In-text citations REQUIRED for paraphrasing and/or direct quotes. These should comprise no more than 20% of the essay.  
- Citations in the body text must include author's name and publication year.  
- Reference page at the end.  
- References must include author, title, publication title, publication year, and source or retrieval information. |