**TIPS LIST for the “I Care” Essay**

Works Cited Page

\_\_\_ 1. Only include the sources you used in the paper.

\_\_\_ 2. Play several videos. Pause after each element to check every citation, one element at a time.

\_\_\_ 3. Pay attention to citing sources that were republished. There is a video for that.

\_\_\_ 4. Revisit all sources to make sure the information in the citation is correct.

\_\_\_ 5. The works cited page is doubled spaced and in alpha order.

\_\_\_ 6. If there is no author, the citation will begin with the next element.

\_\_\_ 7. View the video on caps and abbreviation.

Essay

\_\_\_ 1. Have an interesting title that mentions your topic. Consider how it would be found in a search.

\_\_\_ 2. View the video on caps and abbreviations for your title and for your source use.

\_\_\_ 3. Have an interesting intro topic, and transition to the thesis.

\_\_\_ 4. Make sure your thesis presents some idea of the action you want people to take.

\_\_\_ 5. View the video on editing out repetition.

\_\_\_ 6. Omit 1st and 2nd person pronouns unless you are providing a personal story/example.

\_\_\_ 7. Use Control-F to edit for word repetition and childish diction (word choice). View video for this.

Avoid “a lot,” “very,” “really” (unless in a quote); avoid “it” and “to be” verbs when possible.

\_\_\_ 8. Place punctuation correctly with regard to punctuation marks.

Periods and commas go inside quotation marks.

Colons and semicolons go outside quotation marks.

Exclamation points and question marks depend on context.

\_\_\_ 9. Review the Blue Sheet to make sure your quotes are handled correctly.

\_\_\_ 10. Make sure your paragraphs are balanced in length.

\_\_\_ 11. Highlight quotes that reflect your view in yellow.

\_\_\_ 12. Highlight opposing view quotes in orange, about 20% (or so).