

- **MLA Format/all:**
  - Font: Times New Roman, size 12
  - Double spaced throughout with no extra spaces
  - All plain text
  - The header goes at the top right hand corner, in the header portion of the margin as you type, and it should include your last name and page number.
  - The heading is the first thing that appears in the body of your paper, and it will appear at the top left-hand corner. The four lines, in order, should respectively include: your first and last name, your instructor's name, your class/course name, and the date.
    - **MLA date format: Day Month Year--no punctuation**
    - 20 November 2015
  - The title is centered, and it appears in the line immediately after the heading.
- **Personal Pronouns:** Do not use them in academic writing. Personal pronouns are I, we, you, etc.
- **Contractions:** Do not use them in academic writing. Contractions are words like "don't" (instead of "do not").
- **Body paragraphs follow the TIQAC format:**
  - Topic Sentence
  - Introduce a Quote
  - Quotation (and Citation)
  - Analysis of the Quotation
  - Concluding Sentence
- **Embedding Quotations:** The goal is to create a smooth and seamless flow from your own words into the quotation. After your topic sentence, provide an adequate introduction for your quotation. An adequate introduction is less like

"The author states" and more like a detailed description of perhaps what is going on in a story at the point from which the quote has been taken.

- Thesis Statements: A strong thesis is a (very) specific and debatable statement. It is not vague, and it provides a roadmap, so to speak, for the rest of your paper.
- Sentence Types:
  - Simple: Contains one independent clause
  - Compound: Contains two or more independent clauses
  - Complex: Contains one independent clause and one or more dependent clauses
  - Compound-Complex: Contains two or more independent clauses and one or more dependent clauses
    - Independent clauses can stand alone as a complete sentence.
    - Dependent clauses are fragments by themselves.
- Parts of Speech: See cheat sheet (new copy attached)
  - Antecedent: The original noun to which a pronoun refers.
    - Jeremy, will you please shut the door?
    - You=pronoun; Jeremy=antecedent
- Fragments vs. Sentences vs. Run-ons
- Subject vs. Predicate
- Literary terms:
  - Epithet
  - Epic simile
  - Dialogue
  - Point of view
  - Irony (dramatic, verbal, situational)
  - Tone
  - Paradox
  - Personification

- Diction
- Propaganda
- Symbol/Symbolism
- Foreshadowing
- Allusion
- Characterization
  - Direct and indirect
  - Flat, round, static, and dynamic characters
  - Protagonist and antagonist
- Conflict
  - Internal and external
- Simile
- Metaphor
- Imagery
- Repetition
- Plot
  - Exposition, Rising Action, Climax, Falling Action, Denouement/Resolution
- Gods/goddesses as alter egos (Odyssey)
  - Athena: wisdom
  - Poseidon: pride, anger