Researcher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Editor: \_\_\_\_\_\_\_\_\_\_\_\_\_

REVISIONS

* No Contractions (isn’t, doesn’t, etc.)
* No empty words (thing, a lot, very, really, tons, etc.)
* No second person pronouns (You, Your, We)
* No prepositions at the end of sentences (for, into, at, from, etc.)
* Spelled out single digit numbers (1-9 is one-nine)
* Capitalize **proper nouns**. This is the most general rule of capitalization. ... In the case of **job titles**, this means that most **job titles** are not capitalized. However, a **title** that refers to an official, one-of-a-kind position, like the “Queen of England,” should be capitalized.
* Use an apostrophe (possessive) with **bachelor's degree** and master's **degree**, but not in **Bachelor** of Arts or **Master** of Science. Do not use an apostrophe (possessive) with associate **degree** or doctoral **degree**.
* Except for languages, such as English, French and Japanese, **the names of academic disciplines, majors, minors, programs and courses of study are not proper nouns and should not be capitalized**. ... **General references**, such as bachelor's,master's or doctoral degree, **are not capitalized**.
* Periods are after the citations
* Periods are before the citations for direct quotes
* Domains are not in the citation (drop the .org, .edu, .net)
* Acronyms for schools and careers are used AFTER you have spelled out the school and career names.
* Commas come after all signal words and phrases
* All citations are on Works Cited page
* All sources on Works Cited page are citations in the body paragraphs
* All sources are in alphabetical order (disregard articles such as the, a, and an) on Works Cited page (no bullets/numbering)
* Check for lower case i – when capital I is necessary