

Extra Credit

Essay Guidelines –

(Astronomy Magazine Article Review)

Your essay must be typed or word processed, single spaced, 600-750 words (at least 3-4 pages including a cover page).

Your report must follow the following format:

1. Typed using a clear dark standard font: 12-14 point, single spaced, Do not use fancy, artistic, or calligraphic fonts. One inch margins on all sides, and number all pages sequentially using Arabic numerals: 1 2 3 Staple your report in the upper left corner. Use white paper only on one side Include a title with your name, class, and date.
2. Divide into introduction-body-conclusion sections.
3. The introduction should have a clear statement of purpose that explains what this essay is about. Indicate the scope or depth of the report, and limitations or points excluded.
4. Divide the body into sections (paragraphs) with descriptive titles if necessary.
5. The conclusion should reiterate the statement of purpose, summarize, and restate key ideas.
6. The essay should be clear, concise, and concrete.
7. Make claims of your viewpoints and support them with evidence.
8. Check your spelling, grammar, and punctuation.
9. Define all key terms. Imagine that your audience is your classmates, who are familiar with this subject but they are not experts.
10. Avoid long paragraphs (more than five sentences). Avoid long sentences.
11. All figures must have a title and caption that is understandable independent of the text. They should be numbered sequentially, and referred to at appropriate points in the text and cite where they were obtained.
12. Have someone else read your last draft. Then, make any needed clarifications or corrections. I strongly recommend you do this especially if your English writing skills are poor.
13. Write the report in your own words, do not plagiarize another author's material.
14. Cite all references used, including URLs to websites that you used for supporting information.

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