Mechanics Checklist
Use this checklist to ensure that your assignment is submitted using good mechanics

Spelling

Read through your paper out loud to catch common spelling errors.

Please use spell- and grammar-check prior to submitting your assignment (this applies to all aspects of this project).

How to set up proofing options in Microsoft Word in Windows.
https://www.youtube.com/watch?v=kCHIhFnRR1Q

How to set up proofing options in Microsoft Word in Macs.
https://www.youtube.com/watch?v=lhJAYhwdPRk

Punctuation

Check through to be sure you use the correct punctuation.

Check for the appropriate use of commas.

Here is a link about quotation marks. Periods and commas ALWAYS go inside quotation marks. http://www.grammarbook.com/punctuation/quotes.asp

Here is a link about comma rules.
http://www.sandhills.edu/academic-departments/english/commaguidelines.html

Here is a video about implementing two spaces after periods in accordance to APA standards.
https://www.youtube.com/watch?v=npKDK_O9Utc

Sentence Structure

Check that your sentences are all in the same "person." This refers to the both the removal of the personal perspective (avoid using "I" or "we") and tense (when you are reporting on research you want to consistently use the past tense "Smith and Roberts reported…" or present tense "Smith and Roberts report…"

Here are links on sentence structure and formatting:
https://owl.english.purdue.edu/owl/resource/620/1/
https://owl.english.purdue.edu/owl/resource/573/02/

Word Choice

Ensure that you do not use the same common words all the time. This makes your paper tedious to the reader.

Here is a video on how to use synonyms and definitions to improve your writing.
https://www.youtube.com/watch?v=tyqMaL-zoNY

Organization

Use Times New Roman 12 pt. font. No use of bold, italics, underlined, or alternative fonts.

The entire document is double spaced.

Here is a video about how to double space the entire document prior to submitting your assignment.
https://www.youtube.com/watch?v=HQZlYgNgWRs

Style

Please do **not** use contractions (e.g., don't).

Please read the following link: http://www.gcflearnfree.org/grammar/contractions

Do not use slang words unless they are part of a direct quote.

Here is a link about omitting the use of slang (e.g. ain't)
http://www.classaccommodation.org/using-slang-words-the-terms-you-should-avoid-in-your-research-paper.htm

Check for transitions throughout your paper

https://writing.wisc.edu/Handbook/Transitions.html

Please watch the following video on 5 tips to improve writing skills:
https://www.youtube.com/watch?v=GgkRoYPLhts

Plagiarism

Use the PaperRater link in the instructions to check for plagiarism (and grammar)

Please read the following links about plagiarism

http://www.kvccdocs.com/writing/research-plagiarism.html
https://www.nmu.edu/writingcenter/node/15

Getting Help at KVCC

You can find free writing tutoring at KVCC by clicking the following links:
http://www.kvcc.me.edu/Pages/Writing-Center/Writing-Center-Home
http://www.kvcc.me.edu/Pages/TRiO/TRiO-Home