

**PROF. CASTERAS' INFAMOUS GUIDELINES FOR WRITING A BETTER PAPER**

1. ALWAYS write in full sentences and give me your BEST prose style.
2. PROOFREAD, PROOFREAD, PROOFREAD before handing in the final text.
3. Do not use contractions and avoid splitting infinitives.
4. ALWAYS CHECK YOUR SPELLING and do not rely on the computer, which does not differentiate between/among homonyms (e.g., to, too, two).
5. Refer to artists and others by their LAST NAMES (after the initial citation), unless otherwise instructed (e.g., foreign artists such as Michelangelo are typically referred to by their first names).
6. Strenuously avoid ending a sentence with a preposition.
7. Learn how to use commas, colons, and semi-colons properly--do NOT sprinkle these at random throughout the text. KNOW GRAMMAR RULES!!
8. Use the words "its, it's" and "their, they're, there" properly.
9. ALWAYS check for the correct agreement of subject and verb.
10. Use his/her (not their) after a third person singular pronoun.
11. If necessary, consult the dictionary for the plural forms of nouns.
12. Avoid using the personal pronoun "I," unless otherwise instructed.
13. ALWAYS check for faulty antecedents or apposition.
14. Banish dangling participles and dangling participle phrases.
15. Analyze your paragraphs carefully. Do you have topic sentences at the beginning and end? Have you avoided choppy sentences and varied sentence structures with compound and compound complex sentences, etc.?
16. Delete repetitions of ideas, words, phrases; edit your text to vary your vocabulary and substitute synonyms whenever possible.
17. Learn how to punctuate an "if....then" conditional construction.
18. If you use "not only" in a sentence, "but also" MUST follow.
19. Avoid clichés (like "beautiful" or "great") as well as imprecise or editorial language or terms and colloquialisms.
20. For my class, do not use the terms "artwork" and "time period."
21. UNDERLINE or ITALICIZE titles of paintings and note illustrations by (Fig. #) AFTER the title (NOT at the end of the sentence).
22. Learn how to footnote properly; consult Barnet or other sources.