

Dear Students,

As you prepare your essays, I offer the following advice.

1) Answer the question as fully as possible, and document every claim you make with evidence, preferably ancient evidence. Always anticipate **and** answer the question, “how do we know that?”

2) Follow the Essay Guidelines exactly. **Points will be deducted for incorrect formatting on the essay.**

3) Follow the rules on citations (when they are needed, where they belong, and how they should be formatted) scrupulously. Plagiarism is plagiarism, intentional or not. Learn the rules and adhere to them.

4) Proofread your work in hard copy then make corrections before you submit it (reading it slowly aloud to yourself while listening carefully is ideal). Try to detach yourself from the text, and learn to be your own editor. Do not lose points for careless typing/spelling/grammatical errors.