

Common errors

[Sociology](#), [Communication](#)



In two thousand. This does not apply to expressions representing money, time of day, Biblical citations, and a few other things. When using a specific date (month, day, and year), you must have punctuation on either side of the year. Today is September 23, 2012, and it is a Monday. Today is September 23, 2012. When indicating a specific city and state, you need punctuation on either side of the state. We are in Indianapolis, Indiana, headed for Chicago. Indianapolis, Indiana. Structure We are in A comma splice is a type of run-on sentence where you put two complete thoughts together with a comma.

You must make these into separate sentences which can be done in a number of ways. Refer to the text for help. Or, just ask. For example: We went to the movie, we were disappointed with the plot. Comma splice We went to the movie; we were disappointed with the plot. Join with a semicolon We went to the movie, and we were disappointed with the plot. Join with a comma/coordinating conjunction We went to the movie; however, we were disappointed with the plot. Join with a conjunctive adverb When you join two complete sentences with 'however' as a conjunctive adverb, you must use a Nicolle before the 'however' and a comma after it.

Examples Of other conjunctive adverbs are otherwise, consequently, indeed, similarly, finally, likewise, then, furthermore, moreover, therefore, hence, nevertheless. For example: We went to the mall; however, we did not purchase anything. Try never to start a sentence with " There are/were/will be, etc.... " And certainly not a paragraph. Less a useless word that does not add to the meaning and does not act as a transition. A shift in number occurs

when the writer changes from singular to plural or plural to singular. For example,

My goal is to get the attention of the reader so that they will understand my message. " Reader is singular; " they' is plural. You must keep the same number. My goal is to get the attention of the readers so that they will understand my message. Papers You cannot use any form of first or second person in your papers. These include I, me, us, we, our, ours, you, yours. First and second person pronouns are fine in your Discussion Boards and Peer Reviews. You must have your pages set up with auto pagination so that the page number 'moves' with your work. If you do not know how to do this, check in Word for help.

The intro to your papers must have the title of the work (if you are reviewing an article) and the author's name. You need to preview you main points and end with a thesis statement. When you write an introduction to your paper, you want to get the readers attention as well as preview your main points. Generally, you will have three to five main points. The intro is meant to be a road map of sorts. You subtly tell your reader where you plan to go. Then, each of the main points should be discussed (in the same order as they were presented in the intro) in a paragraph or so each.

Finally, you need a conclusion that elates directly to the intro by summarizing the main points that you have made in the paper. Your quotations should never exceed three lines. If so, you have to treat them differently per MEAL. Additionally, such long quotes do not serve you well in short papers such as these. Limit the quotes in length. Try to paraphrase and

then to use the quotes for sources/back-up to your thoughts. Since we generally have only one source for the first paper, you must cite the author only the first time you quote her. For example, after your first quotation, you would have (author's name and the page number).

After that, unless you have another source, you need only cite the page number (405) for example. Remember that you must cite quoted material immediately. Cite paraphrased material when you have finished with the topic, generally at the end of the paragraph. When you introduce a source in your papers, you must give that person reasonable credentials. For example, you would not write John Smith refers to this type of movement as an economic disaster (citation). Instead, you would credential the source by saying something like John Smith, a professor of economics at Yale University, refers to....