

Checklist for All Assignments (Biology)

Please complete this checklist and hand it in stapled to your assignment.

- The first page includes your name, date and the scientific paper's citation in this format:
Author(s). Year published. Title of article. Journal. Journal Volume (number): pages in journal volume.
For example: Jones, T.M. 2004. A new view of trilobite phylogeny. *Paleobiology* 35(3): 229-256.
- Text is in 11- or 12-point font and is double-spaced.
- Each paragraph begins with a topic sentence.
- Spelling has been checked.
- All paraphrased, summarized, and quoted ideas and statements of an author other than you are cited (author, year) in text.
- Data, findings, and/or discoveries are discussed as evidence, not proof. The word *proof* is used appropriately in courtrooms and in math, but not in scientific writing.
- Slang, jargon, and wordiness are avoided. For example, try not to use *as to*, *due to*, *in order to*, *it is suggested that*, *first of all*, *the fact that*, *with regard to*, etc. If you use *to*, *that*, *in* or *of* in a phrase, try choosing a more precise word. For example, *in order to* could be better said *because* or *so*. *First of all* is better said *first*. *Previous to* is better said *before*. *In some cases* is better said *sometimes*.
- Genus and species names (e.g. *Gorilla gorilla*, *Drosophila melanogaster*) are italicized with the first word (the genus) capitalized and the second word (the species) in lowercase.
- If used, i.e. is followed by an explanation and e.g. is followed by one or more examples.
- The Latin i.e. (*id est*) translates to "in other words" in English, and e.g. (*exempli gratia*) means "for example."
- Correct plurals are used. Note the examples below.

Wrong	Correct
this data	these data
data is	data are
phenonemons	one phenomenon, two phenomena
genuses	one genus, two genera
taxons	one taxon, two taxa
phylums	one phylum, two phyla

- The tone of your writing is professional.
- No conjunctions (don't, won't, etc.) are used. They make writing too casual for essays. Also note: "its" is a possessive pronoun (e.g. its fauna). By contrast, "it's" means "it is."
- "Which" and "that" are used correctly. "Which" usually refers to a whole group and is used in a general case (and with a comma) while "that" is used in a specific case.
- Examples:
(1)The neighborhood dogs, which bark, wake me up at night.
(2)The neighborhood dogs that bark wake me up at night.
In (1) all neighborhood dogs bark and wake me up at night. In (2) the dogs that bark are a subset of all neighborhood dogs, and only the barking dogs wake me up at night.