

Grading Code	Explanation	(Points taken off)
-1g = Minus one grammar point	-1c = Minus one content point	

Clarity, Conciseness, and Redundancy

- PER Write in third person only. Avoid these pronouns: I, me my, you, one, your, we us, our. See [point of view](#) or [generic pronoun info](#) (-10g per paragraph for SP & Year 1, per occurrence for rest)
- Q Do not ask questions in your papers. You need to make statements. (-1g)
- PV Revise passive voice for active voice. See [extra grammar](#). CHANGING PAST TENSE (WAS THROWN) TO PRESENT TENSE (IS THROWN) DOES NOT FIX PV. Example: *The ball was thrown by the boy.* Change to: *The boy threw the ball.* (-1g)
- HV Omit "be" auxiliary or helping verbs (unless absolutely necessary): is / are, was / were, be / being Example: *The author argues that...* (concise) versus *The author is arguing that...* (wordy) (-1g)
- NS Avoid these nonspecific verbs: use / utilize / employ, show, display, exhibit, portray, (-1g)
- SR Avoid self-referential phrases like: this paper will, this paragraph will, this essay will, this quote, here he says... (-1g)
- SUB Avoid these nouns as subjects in sentences: thing(s), the reader, the audience, today. Keep the focus on the author and the thesis. (-1g)

Organization and Content

- PLAG Avoid plagiarism (-100g & -100c)
- TERSE/PL Paragraph length should be at least 8 lines long and no longer than one page. Intro and concluding paragraphs might be ok with just 6, but 8 will normally be necessary to get full credit. (-10c -10g)
- THESIS Define the thesis clearly. (-2c)
- NWYM Not What You Meant (probably). I can guess what you meant, but wording implies something different. (-2c)
- TRANS Include a transitional sentence at the end of every paragraph except the conclusion (-2g)
- CONT/ABR Contractions, abbreviations, or special symbols (like &) are not allowed. (-1g)
- QU Two (one for SP) quotes required per inner paragraph. (-10c)
- HALF More than 1/2 of paragraph taken up with quotes. (-10c)
- QL Quote is longer than 3 lines. Block it. See [citation guidelines](#) for more info. (-2g)
- QM Quote mangled. Go back to source and accurately copy quote into essay. (-2c)
- TI Need translation initials after Bible citation. Be sure period follows citation, not quote. (-1g)
- ? Sentence structure needs to be rearranged in order to make sense. (-2g)
- AWK Awkward wording; rearrange. Sentence is readable, but just barely. (-1g)

Basic Grammar

- BEG Never begin a sentence with *And, Because, But,* or whatever lame word is highlighted. (-1g)
- FRAG Fragments, incomplete sentences. See [sentence fragment](#). (-10g)
- RO Run-on sentences. Needs either semicolon (without *and*) or a comma (with the *and*). Note punctuation following "RO" in comment in your essay. See [extra grammar](#) and [comma usage](#). See also CS and NC for related info. (-5g)
- NC No Comma. The two parts of the sentence between the conjunction (such as *and*) are not complete sentences, so no comma is allowed (*John hit the ball and ran to first base*). See RO and CS for related info. (-1g)
- CS Comma splices. Do not use just a comma to separate two sentences. See RO and NC above and [comma splice](#). Note: It is almost never correct to "fix" CS by simply removing the comma. (-2g)
- SB Sentence Break. Break into two or more sentences. Insert period(s) and start new sentence(s) with capital. (-2g)
- SJ Sentence Join. Join into one sentence. Remove period, fix capitalization. (-2g)
- SWC Surround with commas. Ex: "His mother, *queen Gertrude*, has ..." not "His mother *queen Gertrude* has ...". Commas are needed when the phrase is explanatory but not strictly necessary. (-1g)
- SP Typos and spelling errors (-2g)
- AGR Subject-verb agreement example: "The *nation* is free..." "The *people* are free..." Pronoun-antecedent example: "Each of the women had her reasons for opposing the plan." See [subject verb agreement](#) (-2g)
- VT Verb tense. Do not change verb tenses (past, present, future) in a paragraph, esp in a sentence. See [verb tense](#). (-1g)
- POSS Should be possessive (singular or plural). Example: "...the *store's* window" not "...the *stores* window." See [possessive usage](#). (-1g)
- PLUR Should be plural, not possessive. For example, "...*two books* on it" not "...*two book's* on it." (-1g)
- TH Should be *that* (no comma) because this begins a restrictive clause. See [extra grammar](#). (-1g)
- WH Should be *, which* (comma before *which*) because this begins a nonrestrictive clause. See [extra grammar](#). (-1g)

Punctuation Errors

- PUNCT Missing (look after PUNCT in the comment) or extra commas, semicolons, periods, hyphens, apostrophes, quotation

marks. No exclamation marks allowed! See [comma usage](#), [colon usage](#), and [semicolon usage](#). (-1g).

PP Period placement. **Inline quote:** When citation ends a sentence the period belongs after the citation, NOT inside the quote. Only put the period inside the quote if it ends the sentence and there is no citation (which is rare). **Block quote:** Period belongs after the quote, but before the citation. See [citation guidelines](#) and look for "Place the period." (-1g)

C Capitalize titles or major works such as books, movies and plays. Also capitalize God, Jesus and pronouns referring to God and Jesus. See [capitalization](#) or [more on capitalization](#). (-1g)

LC Change to lower case. (-1g)

EL Do not use ellipses (three dots in a row: ...) except in the middle of a quote. In other words, do not use them in your sentences, nor at beginning of quote, nor at end of quote. (-1g)

HYPH Add hyphen inside or between words. Ex: "...his life-long friendship with John." (-1g)

QIQ Quote-in-quote: Use double quote marks ("") around complete quote and single quote marks (') around quote-within-quote. At times this requires double and single quotes together: "'I saw that,' John said." (-1g)

QS Quote Separation: Separate intro and quote with comma (intro a dialog tag: ...they said, "Glory to God...") or colon (intro a complete thought: At His birth all of heaven rejoiced: "Glory to God..."). See punctuation following "QS" in comment in your essay. (-1g)

Style

I/INF Informal. For example, describing something as *really bad*. See [informal](#). (-1g)

W Wordiness. **Ex 1:** "The Bible says" not "In the Bible it says that" **Ex 2:** "is" not "is and always will be" (-1g)

HL Hyperlink: URLs can be ok, but hyperlinks never are. (-2g)

NUM Write out numbers of one or two words: ninety-five, one hundred, two thousand, etc. (-1g)

REP Repetitive. Selected words are repeated too many times. Use other words for variety. (-1g)

WW Weasel Words: Be definite. **Example:** "This seems to be unbiblical" should be "It is unbiblical" (-2g)

Formatting

ALIGN Adjust line per the code following comment: **LJ:** Left-Justify; **RJ:** Right-Justify; **CEN:** CENter. For **RJ** & **CEN**, use button provided by your word-processor; do NOT "push" text with spaces in front.

DS Body of essay must be double-spaced. (-10g)

SS Header and block quotes must be single-spaced. (-1g)

BQ Block quote format incorrect (quote marks, period placement, line spacing). See [citation guidelines](#) for more info. (-1g)

REV Reverse. Ex: ...in the park). not ...in the park.) (-1g)

IS Insert space. (-1g)

RS Remove space. (-1g)

LB Line break: Do not break a line before the right margin. This usually occurs when you insert a "hard return" at the end of a line. Instead, let the text "flow." (-1g)

BL Not an error, but just a notation that I added extra blank lines between paragraphs to make the comments display properly. When you correct the essay remove these lines.

TITLE Title should be centered and same font as rest of essay. Insert 1 double space before and after it. (-1g)

IT *Italicize Title.* Not the title of your essay, but the title of almost any book you reference (except Bible or its books). See [citation guidelines](#) for more details. (-1g)

PARA Paragraphs may be blocked (first line not indented) or indented (first line only), not both kinds in same essay. When blocked, skip an extra line space between paragraphs; when indented, do not skip extra line space. (-1g)

INCH Format whole essay to 1 inch margins. Note: This does NOT refer to indenting the first line of a paragraph. (-1g)

PS Paragraph Spacing. See [extra grammar](#) for proper setting of MS Word paragraph settings.

FS Font size for header, title, and body must be 12-point. (-5g)

FC Font Change. Header, title, body, and quotes (the whole essay) must stay in same font (-2g)

CITE Citation format wrong (-2g) or missing (-5c). See [citation guidelines](#).

SUBCITE Subsequent CITE. Citations after the first usage leave out the title. See [citation guidelines](#) beginning with "On subsequent quotes." (-1g)

MISC Other helpful links: [compound words](#).

HEAD Header should consist of name, class day and year, and date assignment is due. It should be aligned at the upper right-hand side of the first page & be single-spaced unlike rest of essay. Incorrect: (-1g) or missing: (-5c) **Example:**
Stanley Student
Year 1, Haltom City
September 23, 2011

World View Paper Title

Content of the first paragraph here, which is double-spaced...