

Regarding Revisions

You may significantly revise any out-of-class paper in hopes of a better grade, as long as your original paper was submitted on time. **Revisions are due within two weeks of getting back your original paper.** In this way, you may keep a steady stream of revisions coming during the semester. I will not accept a pile of revisions at the end of the semester. Remember: a revision is just that--a significantly new vision of the paper. Corrections of punctuation and spelling or changes in occasional phrases do not add up to a revision and will not change your grade. For the good practice of it, perform such corrections on your papers, but do not hand these in as revisions.

Here are guidelines for revising:

1. Read instructor's comments and make sure you understand them. Consult with the instructor if you need clarification.
2. Be sure to respond to all instructor's questions and comments as fully as possible in your rewriting--incorporating these legitimately within the essay.
3. Write additional passages as requested, e.g., "more details in paragraph three," and follow all other instructions and corrections.
4. Reflect on and rethink your ideas and their presentation. This paper is YOURS, so make any changes and additions you consider worthwhile, creating writing you are proud of.
5. **Put all additions in bold print!** This means added phrases, sentences, and paragraphs. You do NOT need to put corrections in bold. Proofread and correct your final version.
6. Write REVISION in big letters on the top and attach the new essay on top of your original version.
7. Submit the original and revised essays together. The instructor will not read revisions unless they are accompanied by the originals.