

Guide Writing Dos and Don'ts SuperSummary

Do:

- Spell-check your guide before sending it in.
- Have only one space between sentences.
- Write in present tense, save for where it makes no sense to.
- Do have a look at how to format headers chapter summary/chapter analysis sections in the writer instructions. If you're still confused, it's ok—just email, and I'll do a walkthrough with you.
- Follow the following format for quotes in the Important Quotes section: "quoted material." (Chapter #, Page #) Here, we eschew MLA format in favor of house style, so it's a little different than cited material in the body of the guide. The end punctuation goes before the end quote and the parenthetical matter.
- Use the author's last name, not their first name, when including the author's name in the guide.
- Be sure to include page numbers for quotes in all sections of the guide. It's a bit different for the Important Quotes section, as noted above, but all other sections should include page numbers for cited material and follow MLA format, as follows: "cited material" (page number).

Don't:

- Manually alter the template. This applies most often to the Table of Contents, but also to items like the page numbers. With the Table of Contents, there should be a tab that appears when you have just above the words TABLE OF CONTENTS in the ToC. Use that tab to format. If you're having template issues, just let me know, but if you can refrain from manually altering the template, I'd appreciate it.
- Include subjective language. This arrives especially with adverbs ("tragically," "sadly," "poignantly").
- Overuse pronouns. Lean heavily toward including the actual names of characters/figures from the text—pronouns can get confusing.

- Simply repeat the sentiment of the quote, for quotes in the Important Quotes section. Instead of echoing, if you can contextualize, that would be ideal.
- Ever hesitate to ask a question about step in the guide-writing process.