William J. Connelly Writing Award
Cover Sheet

Instructions: Please complete the following information (type or print) and submit along with a copy of the essay assignment and three copies of the text (from which identifying information has been removed) stapled individually.

This cover sheet must be clipped (not stapled) to the essay assignment and three copies of the text.

Each essay should have your MTSU ID (aka M #) on the front page only and no other identifying information. Please erase instructor name and course number from your essay and the essay assignment.

MTSU ID# ___________  Essay Title: _____________________________________________________________

Instructor nominating the submission: ________________________________________________________

Faculty Nomination

I nominate the work entitled _____________________________________________________________
written by ___________________________________________ for my English __________ class
during the Spring/Summer/Fall semester of _________(year).

The assignment asked for (a) a response, (b) a critical essay (c) a research essay (d) an expository or argumentative essay.

Signature of English Instructor: ___________________________________________  _________________

Date

Student Information:

Mr. / Ms. ___________________________________________  MTSU ID#________________________

(please circle)  (Student Name)

Phone: ____________________________  Email: _________________________________________________

Address: ______________________________________________________________________________

Title of submission:

(please print or type)

I affirm that this work is my own and that I have credited all my sources.

_____________________________________________________________________________________

Signature of Student  Date
Instructions for Submission  
William J. Connelly Writing Award

PAPER REQUIREMENTS

1. Paper must have been written for an upper-division class of the English Department during the relevant year and must be from 5 to 15 pages in length, excluding the Works Cited section (if one is needed).

2. The paper must follow the guidelines of the most recent edition of the *MLA Handbook* (unless the teacher’s assignment sheet specifies a different set of guidelines, e.g., Chicago) except for instructions regarding headers. (Page numbers should go on the upper right-hand corner.)

   Important guidelines include,

   - Document format: single-sided sheets with 1” margins, 11 or 12 point standard font (Arial, Times New Roman, Courier, Calibri or similar) printed in black.
   - Documentation style: parenthetical documentation with list of works cited.

3. Each submission must have a title, and (instead of a header with the student’s name and class) must include the MTSU ID number (M #) in the upper left-hand corner of the first page, above the essay title.

4. All other identifying information (student’s name, instructor’s name and course) must be removed.

PACKET REQUIREMENTS

Each submission packet must contain the following:

5. Three copies of the paper, individually stapled. (Remember to remove all identifying information except for the M#.)

6. **One cover sheet with the recommendation of the instructor** for whose class the work was originally written. The cover sheet should be clipped (not stapled) to the set of copied papers.

7. One copy of the teacher's assignment instructions from which identifying information (course number and instructor name) have been removed. This sheet also should be clipped (not stapled) to the set of papers.

*Only work following these guidelines and submitted by the deadline will be accepted.*