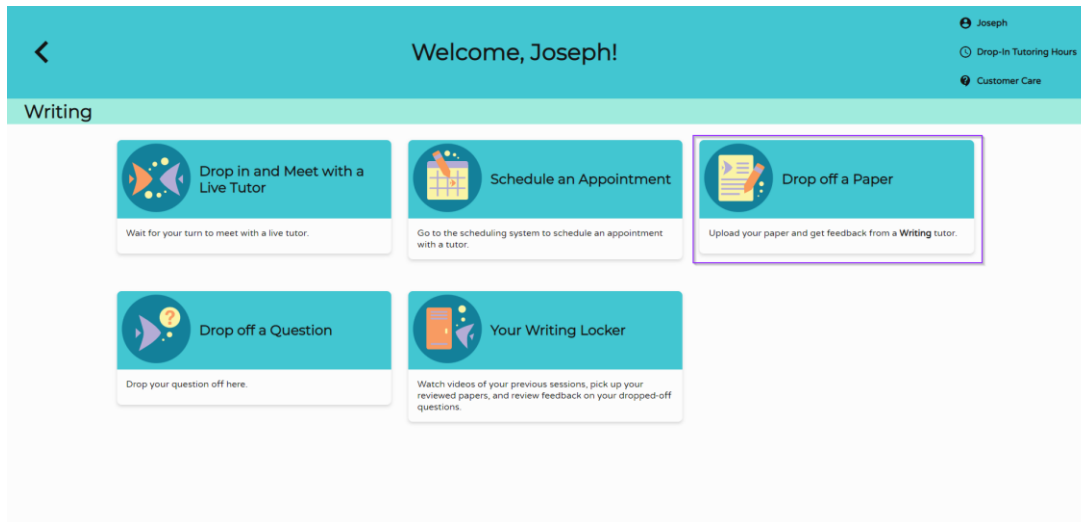


# Submitting a Paper

## Getting Started

To begin, select the option to **Drop off a Paper**.



## Name Your Paper and Describe Your Assignment

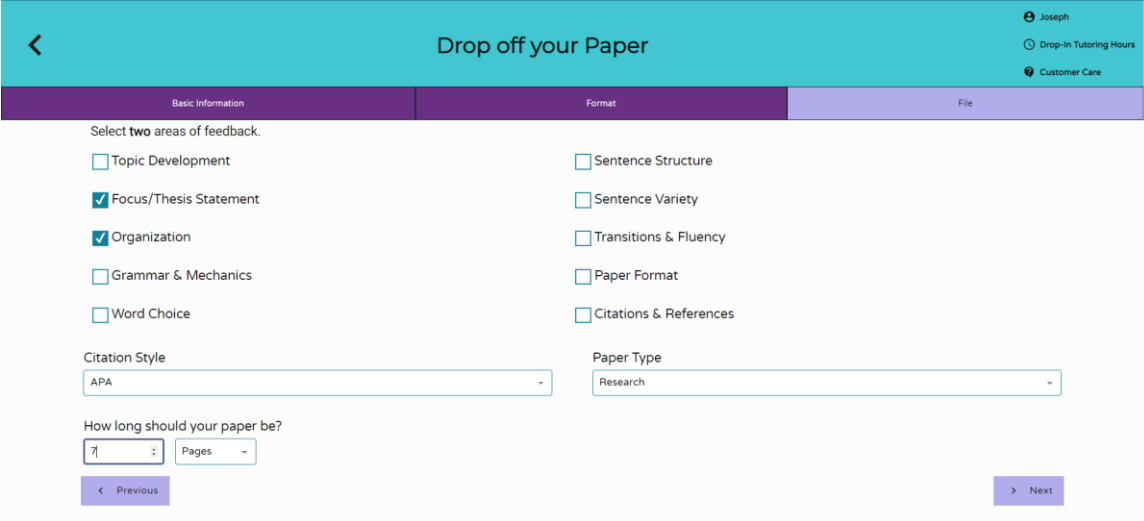
On the first page of the paper form, give your paper a name and describe the assignment and/or how our writing tutors can help. If English isn't your primary language, you can let our tutors know by selecting the **English is not my primary language** option. When you're ready to continue, select the **Next** button.

The screenshot shows the 'Drop off your Paper' form. The header is teal with a back arrow, the text 'Drop off your Paper', and the same three menu items as the dashboard. Below the header is a navigation bar with three tabs: 'Basic Information' (selected), 'Format', and 'File'. The 'Basic Information' tab contains a 'Paper Name' field with the text 'Understanding the Causes of the Great Depression' and '52 characters remaining'. Below that is a text area for describing the assignment with the text 'I needed to identify and describe 2 of the primary causes of the Great Depression. I want to make sure that my ideas are presented in a logical order and that I've provided sufficient supporting evidence.' and '96 characters remaining'. At the bottom left is a checkbox labeled 'English is not my first language.' At the bottom right is a purple 'Next' button with a right arrow.



## Provide Additional Details

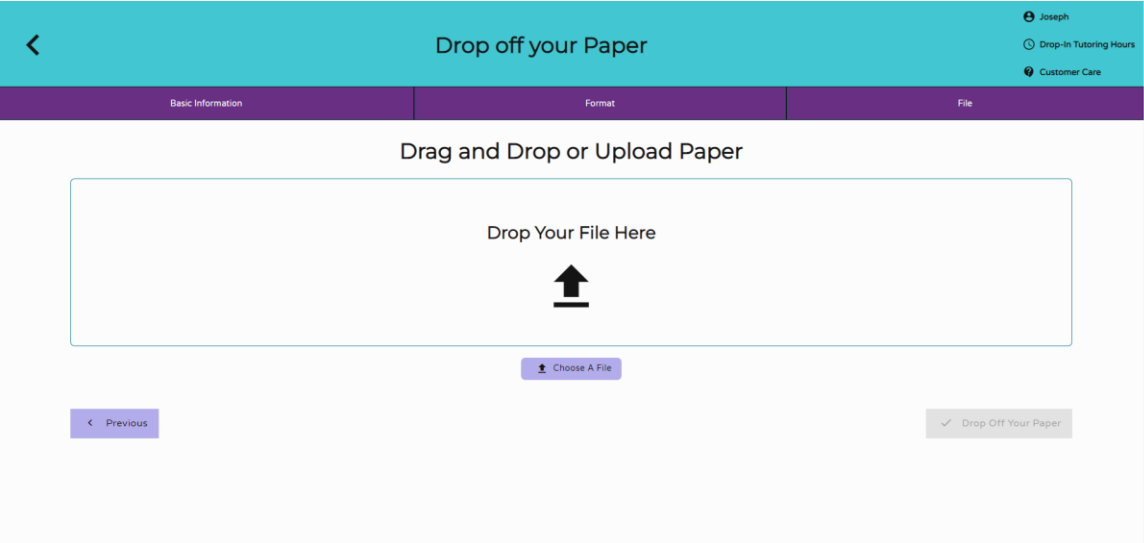
On the next page, identify two areas you want the tutor to focus on, the citation style used, the type of paper, and if applicable, a required paper length. Once you are ready to continue, click the **Next** button.



The screenshot shows the 'Drop off your Paper' interface with the 'Format' tab selected. The 'Basic Information' tab is also visible. The 'Format' section includes two columns of checkboxes for feedback areas: 'Topic Development', 'Focus/Thesis Statement', 'Organization', 'Grammar & Mechanics', and 'Word Choice' on the left; and 'Sentence Structure', 'Sentence Variety', 'Transitions & Fluency', 'Paper Format', and 'Citations & References' on the right. Below these are dropdown menus for 'Citation Style' (set to APA) and 'Paper Type' (set to Research). A 'How long should your paper be?' section has a text input with '7' and a 'Pages' dropdown. Navigation buttons for 'Previous' and 'Next' are at the bottom.

## Choose Your File

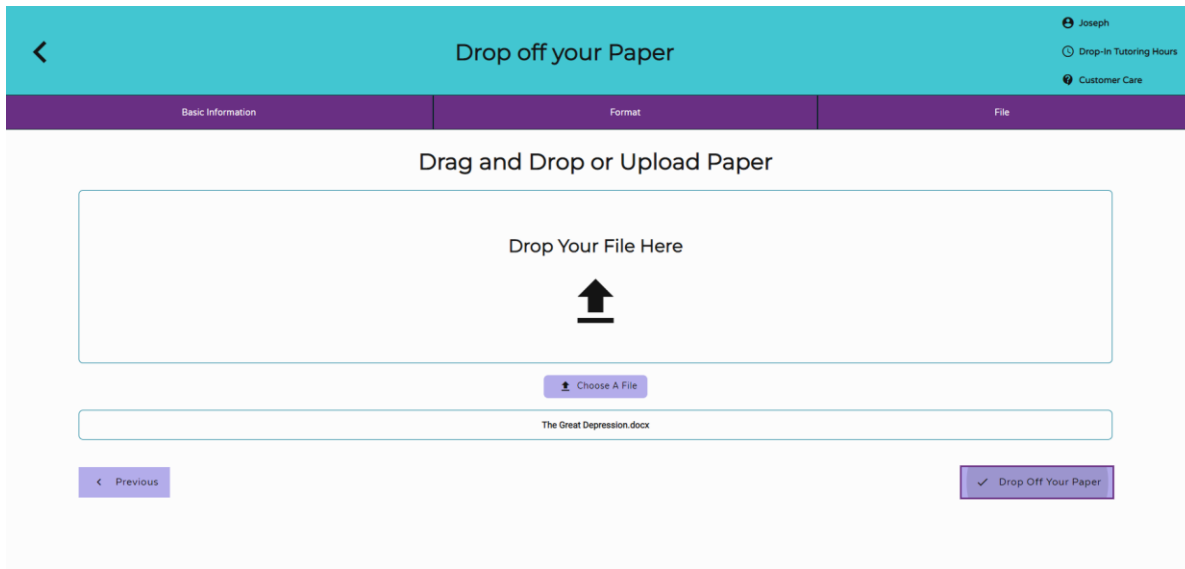
To select the document you want reviewed, either drag and drop the file to the **Drop Your File Here** region or use the **Choose A File** button to choose the file.



The screenshot shows the 'Drop off your Paper' interface with the 'File' tab selected. The main area is titled 'Drag and Drop or Upload Paper' and contains a large box with the text 'Drop Your File Here' and an upward-pointing arrow icon. Below the box is a 'Choose A File' button. Navigation buttons for 'Previous' and 'Drop Off Your Paper' are at the bottom.

## Submit Your Paper

Finally, click on the option **Drop Off Your Paper** to submit your work.



When your paper is submitted, you will receive a confirmation notice, and you will be able to submit another paper or return to the dashboard.

