**Submit Essays, Papers and Paragraphs to Smarthinking**

**Essays and Paper Submissions**

When you have completed a draft of an essay or paper, submitting it to the Smarthinking essay center will allow you to have your work reviewed and critiqued.

The personalized response you receive from a Smarthinking e-structor can be used to guide the revisions you make to your work. Responses are typically provided in about 24 hours, and appear in your Inbox.

To begin, select the subject that reflects the type of writing you are submitting. Most academic writing will be submitted to the Essay Center (or Essay Center—HS if you are a High School Student). Use the Career Writing center for business writing, and our Spanish Essay Center if your assignment is written in Spanish (e.g. It is for a Spanish language class.).

Next, complete the submission form - as you are doing so, please take special note of the following:

▪ Your assignment description should exactly match the description provided by your instructor, so that the tutor will be able to confirm that your work matches the requirements of the assignment.

▪ If you are requesting help with referencing/citations for a research paper, please let the tutor know which referencing style you are using. We support both MLA and APA styles.

▪ If you are not sure what type of help to request, the goals of your assignment may provide some guidance. Also, know that the tutors will make sure that your review provides you with information needed to revise your work and improve the quality of your writing.

Choose the type of tutor you want to review your writing. Choices include First Available, ESL Specialist, Business/Technical Writing Specialist, and Creative Writing Specialist. If your writing falls into a category supported by a specialist, it is best to choose that tutor group. The time required to review your essay is the same for each of these tutor groups.

The last step in the process is to upload and submit your assignment. You will see a screen confirming your submission, and an entry will appear in your Outbox.

**Paragraph Submission**

This option allows you to submit a single paragraph of up to 200 words for review and critique. Tutors will provide feedback for one higher‐order concern and one lower‐order concern for this paragraph

Follow these easy steps to use this option:

▪ Select Paragraph Submission from the drop‐down menu under submit your writing.

▪ The form at right appears, with your name and school listed. Enter a description of your assignment.

▪ Provide a title for your paragraph. This will be used in menus to identify this piece of writing.

▪ Enter the text of your paragraph in the last box. Then click