

Online Writing Lab: “The OWL”

Please keep these guidelines in mind when submitting papers to the OWL...

1. Students may send only *one electronic submission to the OWL per week. This submission may not exceed 6 pages.*
NOTE: **This paper with a maximum of 6 pgs. must be typed in 12 pt. font with 1 in. margins.**
2. Cyber Tutors cannot assist students with any type of exam.
3. Cyber Tutors return papers as quickly as possible. However, it may take up to 48 business hours (2 business days) to receive a response to your submission.
4. The Write Site is open fall, spring, and summer sessions only. The Site is closed during final exams and Maymesters.

To Submit a Paper Via the OWL (for an email exchange with a Cyber Tutor)

1. Fill out the [OWL Submission Form](#). This form must be complete and include the course prefix (e.g. WS) and number (e.g. 1013).
2. Submit your essay at owl@twu.edu in either **.doc or .rtf** format.
NOTE: If you have questions or difficulty submitting your work, contact the Site secretary at 940-898-2341.
3. A Cyber Tutor will respond with comments and suggestions within 48 business hours (2 business days).