

GUIDELINES FOR WRITING ESSAYS,
TERM PAPERS, AND ARTICLE REVIEWS

1. All written work should be proofread carefully for grammar, spelling, punctuation, and typographical errors before being submitted.
 2. All written work must be original work done for this class. A term paper may be on the same general topic as a paper written for another class, but it must include some new sources and explore a different aspect of the topic.
 3. Term papers should include a reference page where you list your sources. Material in the body of the paper that is paraphrased or directly quoted from a source should be followed by a complete citation in parentheses containing the name of the author, year, and page number, e.g., (Smith, 1998, p. 27).
 4. "Plagiarism" means using and passing off as one's own the ideas or writings of another. This does not mean that you cannot use other people's ideas or writings in your written work. It does mean that if you do you must give the other person credit. You may do this in one of two ways.
 - a. Direct quotation:
Put quotation marks around material you quote verbatim, and then give a complete citation. Direct quotations should be used sparingly and generally limited to occasions where the phrasing of the author is unique and meaningful or there would be a significant loss of meaning or impact if the thought were paraphrased.
 - b. Paraphrasing:
Paraphrasing means restating a passage in your own words. Each time a source is paraphrased, you must give a complete citation, just as with a direct quotation. Do not put quotation marks around paraphrased material.
- Plagiarism is always a serious violation of ethics and, in certain cases, a violation of federal and/or state law. It is totally unacceptable in academic settings.
5. Written work should reflect your thoughts expressed in your own words after thoughtful reading of your sources. If you do not understand something you read, you will not be able to express it in your own words. It is perfectly all right to indicate in your paper that you did not understand certain material you read in your sources. It is far more desirable to indicate in your paper that you did not understand something than to include something you did not understand using the author's words.
 6. Unnecessary and excessive direct quoting and paraphrasing are sometimes termed "lazy writing." To avoid this problem, prepare an outline of your essay or paper before you start writing containing the points you want to make. Then present your points using your source or sources to back them up, or indicate why you disagree with your sources. If your sources do not agree, you may discuss this disagreement.
 7. Written work should meet the stated minimum length requirements. Assignments required to be typed should be double-spaced and in a standard font.