GUIDELINES & REQUIREMENTS FOR ALL COURSE PAPERS

- ✓ *Papers must be written in a proper, academic, structured, style.*
- ✓ *A structured paper will have coherence and organization; with an introduction, a body of paragraphs and a conclusion.*
- ✓ *An introduction is where the "thesis" of the paper is laid out; where you set out what you want to argue and what your objectives are for your paper.*
- ✓ *The main body of the essay is composed of paragraphs where you lay out your arguments systematically. Each paragraph ideally should deal with one idea, theme or argument. Be mindful of run – on paragraphs!*
- ✓ *The conclusion is where you effectively summarize your paper and tie all your arguments and thoughts together.*
- ✓ *Use footnotes NOT endnotes! There is a difference. See separate attachment on creating footnotes. There will be PENALTIES for NOT adhering to this rule.*
- ✓ *You may use direct quotes from the monographs but be mindful not to overuse them. As a general guideline I suggest not more than 8 to 10 short footnotes.*
- ✓ *Be sure to CITE the quotes. See attachment on footnotes.*
- ✓ *You may use long quotes but do not use more than two or three at a maximum! Be sure to indent and reduce the font accordingly for long quotes.*
- ✓ *Once you have finished reading the monograph and taken notes, consider all aspects and components of the question before you start your paper.*
- ✓ *Be specific about names, places, events and issues. DO NOT ASSUME that the "instructor knows what I am taking about therefore I do not need to mention it!"*
- ✓ *Rather, work on the premise that you are writing the paper for someone who is unfamiliar with the subject matter to explain it to them.*
- ✓ *DO NOT USE a "conversational style!" In other words, refrain from using the first – person narrative.*
- ✓ *DO NOT USE "swear words!"*
- ✓ *You may use a "conversational style" in the conclusion.*
- ✓ *Proof – read your essay carefully before you turn it in! This is not a timed essay therefore obvious grammatical and spelling errors will be penalized.*