

History 305, Spring 2002  
Prof. Ogilvie

## **Term Paper Guidelines**

The term paper option allows students who are interested in pursuing a topic in depth to do so by writing a 20-25 page term paper in lieu of the ten-page paper and final examination. If you choose the term paper option, the term paper will count for 60% of your final course grade. If you are thinking about applying to graduate school next year, you should seriously consider the term paper. Most graduate schools require a substantial writing sample, such as a term paper, as part of the application.

Students who meet the following criteria should do well on the term paper:

- Have completed the Junior Writing Seminar
- Have written 10-15 page papers (or longer)
- Are self-motivated, able to set and keep to their own work schedule, and able to work about 2 hours each week (on average) on the term paper
- Are interested in some aspect of European history in the late Renaissance and Reformation era, c. 1450-1620
- Have experience in using the library to track down primary and secondary sources.

If you have not completed your Junior Writing Seminar, have little experience writing long papers, or have not used the library for research, but would still like to write the term paper, please talk to Prof. Ogilvie in office hours as early as possible in February. If you are not self-motivated, able to work a lot on this project, and interested enough in the topic to sustain yourself, don't choose this option.

## **Requirements**

1. By the end of February, you must talk to Prof. Ogilvie about a topic and get it approved in writing. If you do not meet this deadline, you cannot complete the term paper option.
2. By March 26 (the Tuesday after break), you must hand in an annotated bibliography of at least 5 primary sources, 5 books, and 5 articles from scholarly journals. The annotations, of a few sentences each, should explain why the source is relevant to your project. If this bibliography is not handed in by April 2 (the second Tuesday after break), you cannot complete the term paper option. Your completed term paper must use at least four of the sources in each category.
3. By April 9, you must hand in a narrative outline of the term paper. (A handout will explain what a narrative outline is.) You will get the narrative outline back, with comments, the following week.
4. By April 23, you must hand in a first draft of the term paper. You will get the draft back, with comments, the following week.

5. By May 7, you must hand in an intermediate draft of the term paper. You will get the draft back, with comments, the following week.

6. The final draft of the term paper is due at the beginning of the scheduled exam period for this course. You should turn in the original annotated bibliography, the narrative outline, and all earlier drafts along with the final draft. The final draft must be complete: that is, it must have a title page, a list of abbreviations (if appropriate), an abstract, a text with footnotes, and a bibliography. The parts of a term paper are described at greater length in Turabian (cited below).

These requirements are designed to encourage you to work on the term paper throughout the semester. You cannot do a good job on the term paper unless you start within the first month of the semester, read a lot in the first few weeks, and then write and rewrite. The draft that you hand in on April 23 should represent several weeks of reading, note-taking, and reflection on your topic. You will then have plenty of time to revise and refine your work.

If you choose to do a term paper that corresponds with one of the course lecture and discussion topics, I may ask you to make an informal presentation or to help lead discussion.

### **Grading**

The term paper grade will combine process and product. About half of the grade will be based on the final product. The other half will be based on the process of research and revision that went into the paper. The *maximum* grade on the assignment will be reduced by one-half letter grade for each late part of the assignment (topic and sources, outline, drafts, and final draft). Each part must be handed in before I will accept the next part.

### **Additional reading on term papers**

Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The craft of research*. Chicago: University of Chicago Press, 1995. This book is an excellent guide to the process of carrying out and reporting on research, regardless of the scholarly discipline. It explains how to go from a topic to a question and a problem, how to read sources, and how to construct an argument that will convince your readers. I suggest you read it at the beginning of your research project and then refer back to it as you go along.

Turabian, Kate L. *A manual for writers of term papers, theses, and dissertations*. 6th ed. Revised by John Grossman and Alice Bennett. Chicago: University of Chicago Press, 1996. Turabian's manual explains and provides rules for the standard format used in term papers in history, including footnotes and bibliography entries. If you have questions about how to format your paper that are not answered by Rampolla, *A pocket guide to writing in history*, you should consult Turabian. I will expect that the final draft of the term paper will follow the formatting guidelines in Turabian, using the footnote and bibliography form of reference.