

Instructions for paper #4

By now you should have a *topic*, *question*, and possibly *problem* for your final 10-12 page (3000-3600 word) paper. You should also have *sources*, primary and secondary, beyond the assigned course readings. There is no fixed number, but you should have at least two or three additional primary sources and a few books and articles as secondary sources. If you are not at that point in working on your paper, you have some catching up to do. In the next twelve days you should produce a first draft.

The draft of the paper is due on Tuesday, April 27, at 5 p.m., posted to the WebCT discussion topic "Paper #4 drafts." *Everyone* should read *all* the papers. That is your main reading assignment for the week of May 4-6. You should read the papers even if they are posted late, and come up with at least one question or suggestion for the author. Because these papers go beyond course readings and discussion, your feedback is important for helping the author improve his or her work.

For class on May 4 and 6, you should come prepared to discuss the work you have done on the paper since posting it on April 27 and to take questions from the rest of us. We will spend about 10-15 minutes on each paper. Revised drafts are due by 5 p.m. on Tuesday, May 11. If I have your revised paper by then, you will be able to pick it up with a grade on Friday, May 14, and hand in a revised version by Thursday, May 20, if you are dissatisfied with the grade.

As before, at the end of your paper you should include a "reflections" paragraph addressing the following questions: (1) What aspect of the paper are you most satisfied with? (2) What aspect are you least satisfied with? (3) What kinds of comments from your readers would be most helpful?

Your paper should be typed, double-spaced, with at least 1-inch margins on all sides. Pages should be numbered. Sources should be documented with footnotes, following the guidelines in Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed., or Harvey, *Writing with Sources*. If you use Harvey, your footnotes should follow the CMS style indicated in section 4.2, beginning on p. 44. You do not need a bibliography for this paper.

Advice from the first paper, repeated today: Before you draft your paper, read Booth et al., *The Craft of Research*, chapter 14 (starting on p. 222) about introductions and conclusions. You should also read Harvey, *Writing with Sources*, chapters 1-3, on effectively integrating sources in papers, when to cite and not to cite, and how to avoid plagiarism.

In your introduction, state clearly your *topic*, *question*, and, if possible, *problem*. You might use the formula from Booth et al., p. 56: "I am studying [topic] because I want to find out [answer to question(s)] in order to help my reader understand [a problem]."

Your paper should have a clear *main claim* (= *point*, in Williams's *Style*, or *thesis*, as you were probably taught in high school). When introducing it, consider trying out the formula from Booth et al, p. 130: "Although [qualification], [your claim], because [reason]." (If this isn't clear to you, refer back to *The Craft of Research*.)