

Ms. Johnson's Paper Guide

Contents:

- Brainstorming
- Outlines
- Citation Guide
- Works Cited Example
- Paper Format
- Formal vs. Informal
- Paper Packets
- Things to Remember

Brainstorming

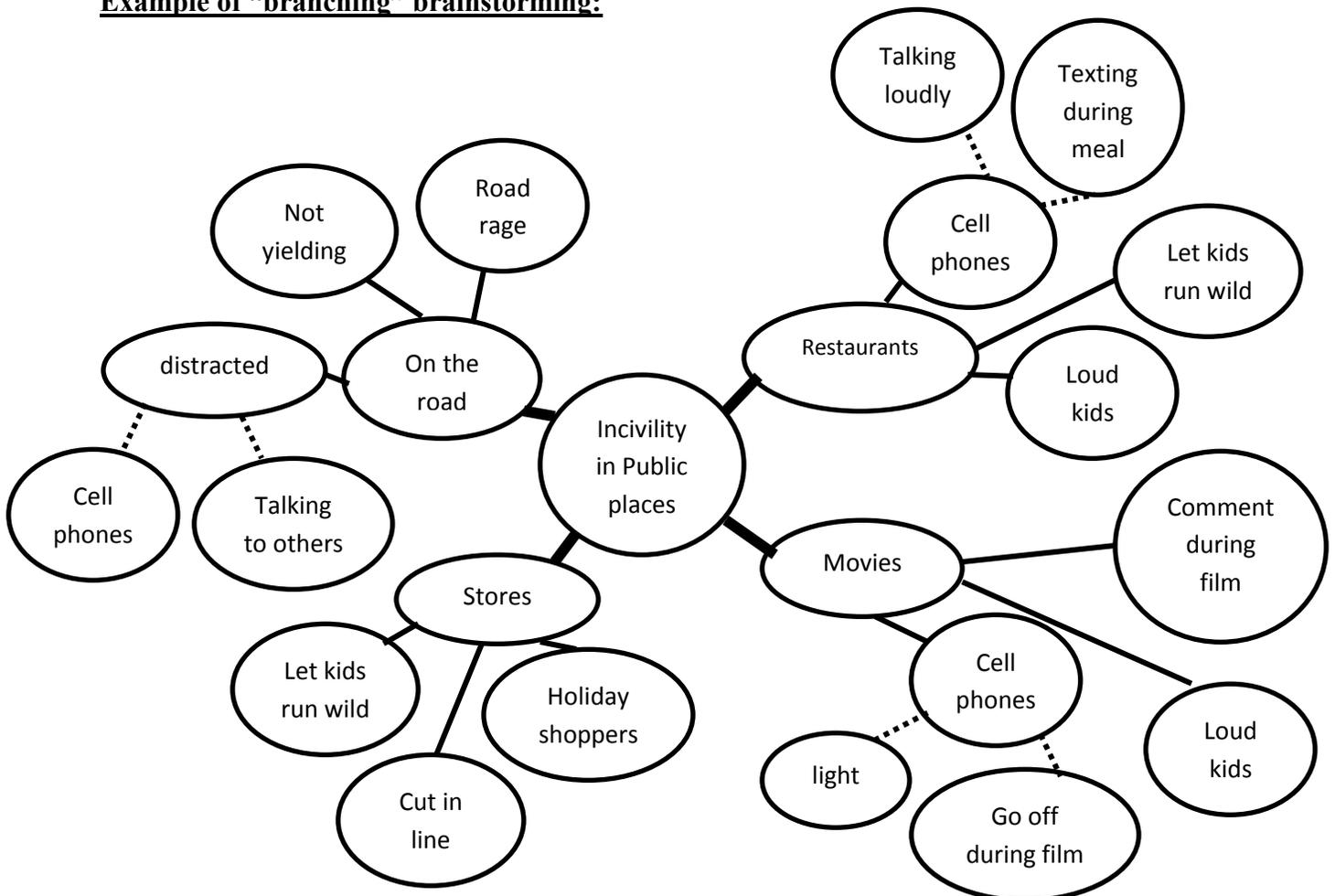
- Brainstorming should be your first step in paper writing after you've chosen your topic.
- The purpose of brainstorming is to take all the ideas, questions, etc. in your head about your topic and put them down on paper.
- The more brainstorming you do, the better your paper has the potential to be.
- Sparse brainstorming is unacceptable.

Subject from prompt: Incivility has become quite common in public places.

Example of "listing" brainstorming:

Loudly talking on cells in restaurants	Talking at the movies	Not quieting kids
No longer hold doors open	Ways used to be civil?	Texting during meals
Christmas shoppers snatch things	Cut in line	Emily Post
Texting during movies (light)	Stats on manners?	Sports (crazy fans)
Public drunkenness (reality TV)	Let kids run wild	Not yielding
People on cells while checking out	Road rage	Public cursing
Screaming children in restaurants	People cut in lines	Don't say excuse me

Example of "branching" brainstorming:



Outlines

Topic (see pgs. 43-44 for another properly formatted example)

- 1) States the main topic to be addressed in a section
- 2) Is made up of phrases (NOT sentences) and has no end punctuation

Sentence (see pg. 44 or pgs. 381-383 for other properly formatted examples)

- 1) Makes full statements or sentences that can often be used in your paper
- 2) Uses *complete* sentences and requires end punctuation

FORMATTING MATTERS! (do not rely on the “outline” function of your word processing program)

Topic (partial) Example:

- I. On the road
 - A. Road rage
 1. Obscene gestures
 2. Screaming
 3. Retribution (despite intention)
 - B. Not yielding
 - C. Distracted
 1. Cell phone
 - a. Talking
 - b. Texting
 2. Talking to others
- II. Movies
 - A. Loud Kids
 - B. Comments during movie
 - C. Cell phones
 1. Light
 - a. texting
 - b. checking
 2. Go off during movie

Sentence (partial) Example:

- I. Public incivility is not limited to certain destinations; it also rears its ugly head on the automotive journey from point A to point B.
 - A. Perhaps the most common rudeness witnessed on the road can be summed up with two words, “road rage.”
 1. While children are taught that extending their middle fingers or shaking their fists in anger are both inappropriate and rude, drivers seem to recollect no such lessons.
 2. As though their vehicles are little manner free zones, screaming drivers seem to spray their vitriol on a daily basis.
 3. Raging drivers often engage in not only rude but dangerous acts of retribution.

Citation Guide

Further examples can be found in Chapter 21 of *Strategies for Successful Writing: A Rhetoric, Research Guide, Reader and Handbook (9th Edition)*, as well as *MLA Handbook for Writers of Research Papers (7th Edition)*, and on Purdue's OWL website <http://owl.english.purdue.edu/>.

Bibliographic Citations (Those which belong on the Works Cited page):

- 1) Entries are double-spaced and listed in alphabetical order (based on whichever piece of information is first in the citation).
- 2) Each entry's first line is flush with the left-hand margin. Any subsequent lines are indented.
- 3) Entries **MUST** be correctly formatted and correctly punctuated.
- 4) If the source has an author, that author's name (last name first, first name last) will be the first piece of information in the entry. If the source has an editor instead of an author, that name will be the first piece. If the source has an author and an editor, the author's name is the first piece. If the source has no author or editor, the title of the source holds the first position.
- 5) The majority of sources you will use in this class will be books or online/database sources.

Basic Bibliographic Citation Examples (see the above mentioned options for more specific examples)

- One Author: Book

Author's last name, author's first name author's middle initial. *Book Title*. Publishing city:
 Publisher, year of publication. Medium.

Davis, Justin A. *Life on Mars*. New York: Norton, 1982. Print.

- Editor, no author: Book

Editor's last name, editor's first name editor's middle initial, ed. *Book Title*. Publishing city:
 Publisher, year of publication. Medium.

Collins, Donna, ed. *Writing Styles and How to Teach Them*. Boston: Putnam, 2006. Print.

-Editor and author: Book

Author's last name, author's first name author's middle initial. *Book Title*. Ed. Editor's first
 name Editor's last name. Publishing city: Publisher, year of publication. Medium.

Austen, Jane. *Emma*. Ed. Tracey Smith. New York: Oxford UP, 1999. Print.

-Database: Scholarly Journal Article

Author's last name, Author's first name Author's middle initial. "Article Title." *Journal Title*
volume number.issue number (year of publication): article's page numbers or n. pag if
none are given. *Title of the database*. Web. Date material was accessed in day month year
format.

Lovett, Benjamin. "A Defence of Prudential Moralism." *Journal of Applied Philosophy* 22.2
(2005): 161-170. *Academic Search Complete*. Web. 21 Jan. 2011.

NOTE: Academic Search Complete will insert EBSCO into the citation; remove it.

-Database: Periodical

Author's last name, Author's first name Author's middle initial. "Article Title." *Periodical Title*
date the periodical was published in day month year format: article's page number(s) or
n. pag if none are given. *Title of the database*. Web. Date material was accessed in day
month year format.

Garcia, Jennifer. "5 Questions for... Ricky Gervais." *People* 25 May 2009: 31. *Academic*
Search Complete. Web. 21 Jan. 2011.

NOTE: Academic Search Complete will insert EBSCO into the citation; remove it. ASC will
also cite the publication date of a periodical as if it were a scholarly journal. You MUST change
the date so it is in the correct format. To find out whether a source on ASC (anything on JSTOR
is a journal) is a periodical or a scholarly journal you have two options:

1) On the search results list, click on the title of the article you are trying to cite. The next page
is full of information about the article, including the "Source." Click on the name of the
periodical/journal. This will take you to the source's main information page. Look at the
"Publication Type" spot. This will tell you if you are using a periodical or a journal.

2) Add the article you are looking at to your folder. Open the folder. To the left side of the
article will be an icon labeling which type of publication you are looking at.

In Text Citations

Basic form=Author's last name and the page number

(Rothenberg 59)

If there is no author, use all or part of the title of the source

("Money and Classes" 10)

Indirect citations (you use a quotation from person A that you obtained from a book or article written by person B, or you paraphrase such a quotation) require "qtd. in" before the author's name

(qtd. in Klein 37)

If you identify the author in the text, you need to only include the page number in the citation

Joe Mason claims vegetables will kill us in the end **(80)**.

If there is no page number, just put the author's last name (or the source's title if there is no author)

"Shakespeare's constant references to facial hair are much more than hints as to the aesthetic guidelines the cast members should follow" **(Pacenza)**.

OR

Pacenza goes on to claim that "Shakespeare's constant references to facial hair are much more than hints as to the aesthetic guidelines the cast members should follow" **("The Ticklish Role of Facial Hair in Shakespeare's Comedies")**.

Essentially, your in text citation will consist of whatever piece of information is FIRST on your bibliographic citation and the page number, if one exists.

Pgs. 425-431 of your textbook offer many examples of in-text citations and their placements.

Works Cited

- Alder, Roger William, et al. *Mechanisms in Organic Chemistry*. New York: Wiley, 1971. Print.
- Block, Joel W. "Sodom and Gomorrah: A Volcanic Disaster." *Journal of Geological Education* 23.5 (1976): 74-77. Print.
- Clemetson, Lynette. "A Ticket to Private School." *Newsweek* 27 Mar. 2000: n. pag. *LexisNexis*. Web. 5 May 2000.
- Deetz, James, ed. *Man's Imprint from the Past: Readings in the Methods of Archaeology*. Boston: Little, 1971. Print.
- Duncan, Dayton, and Ken Burns. *Lewis and Clark*. New York: Knopf, 1997. Print.
- "Robot Productivity." *Production Engineering* May 1982: 52-55. Print.

Things to Note:

- The entries are in alphabetical order and double-spaced.
- The title is Works Cited **NOT** Works Cited Page or Work Cited.
- The Works Cited page is an extension of your paper; It does not need its own heading. It does need its own page.
- Where this example says Paper Guide 7, yours should have the last name page # header.
- The second line of an entry, as well as any subsequent lines, is indented.

Paper Format

Your paper will follow MLA formatting rules and a few specifications of my own. They are as follows:

- No separate title page
- 1-inch margins on all sides on all pages
- Double-spaced throughout (this includes block quotes and the Works Cited page)
- If you are using Microsoft Word 2007 or 2010 you will need to adjust paragraph spacing (which is best done before typing ANYTHING).
 - 1) Right click on the page
 - 2) Select “Paragraph”
 - 3) Under the “Spacing” heading, click the box labeled “Don’t add space between paragraphs of the same style.”
- 12 point Times New Roman font (No other fonts are allowed)
- STAPLED in the top left-hand corner
- MLA style heading (See example on syllabus)
- The last name page number heading on the right-hand side of each page subsequent to the first should be in the same font as the rest of your paper. If you are using Word 2007 or 2010 you WILL have to adjust this.
- The title is centered, 12 point font, and one space below the heading (i.e. only tap enter once after your heading). It is not italicized, bolded, in all caps, in quotation marks, or different in any way from the look of the rest of your paper UNLESS your title includes the title of a work; the work’s title would be italicized.
- Each out of class essay will require the inclusion of at least three appropriate outside sources.
- Each out of class essay will require a Works Cited page.
- Pg. 384 in your text provides an example of how your paper should look when formatted correctly EXCEPT for the Works Cited portion; ignore the Works Cited portion of that example.
- Do not include any illustrations, pictures, graphics, charts, etc.

Websites you may find useful:

- <http://www.collin.edu/writingcenter> (check out the resources and handouts links on the left-hand side)
- <http://owl.english.purdue.edu/> (exceptional guide for MLA, grammar and mechanics, and paper writing as a whole)

Formal vs. Informal

Three of your papers will be formal in tone and two will be informal. The descriptions below will help you to ensure your paper has the proper tone.

Formal:

- Written in 3rd person (uses he, she, it, their, his, hers, its, etc.) May use 1st person (I, me, my, our, ours, etc.) **sparingly**, if at all
- Does not use slang
- Does not use contractions (didn't, wouldn't, couldn't, can't, won't, shouldn't, etc.)
- Sounds authoritative, credible, and academic

Informal

- Can be written in 1st or 3rd person, or a combination of both if suitable
- Resembles orderly, intelligent conversation
- Allows for contractions
- Sounds more casual and approachable
- Informal does **not** mean poor grammar, punctuation, and spelling are acceptable

Note: 2nd person (You, you all, your, yours, yourself, yourselves, etc.) is not acceptable at this level and for this type of academic writing.

Paper Packets

Out of Class Essays (Illustration, Causal Analysis, Argument):

When you turn in the physical copies of your out of class essays, you will also turn in all the lab work associated with these essays. I will not grade your peer reviews until you turn them in as part of the paper packet, so if you want credit for them you **MUST** turn them in with your paper packet. Your assignments should be in the following order (With #1 being the top of the pile):

- 1) Your final draft
- 2) Any other drafts you may have written on your own
- 3) Your three peer reviewed rough drafts
- 4) The “graded” rough draft from me
- 5) Your outline
- 6) Your brainstorming
- 7) The writing prompt

The paper packet should be held together in some manner: Large paper clips, binder clips, folders, presentation sleeves, and staples (if you can find one heavy duty enough to staple the entire packet together) are all acceptable means of fastening your packet together. Folding the corners of the pages together is NOT.

The only part of this packet you will turn in to turnitin.com is the final draft of the essay (which includes your Works Cited page).

In Class Essays (Narrative, Description):

When you turn in your in class essays, you will also turn in all the lab work associated with these essays (which means you'll have to remember to bring them to class that day). Your assignments should be in the following order (With #1 being the top of the pile):

- 1) Your in class essay
- 2) Your outline
- 3) Your brainstorming

On in class essay days (and in class essay days **ONLY**), I will provide a stapler so that you may staple your paper packet together.

You will not need to turn in any part of these in class essays to turnitin.com.

Things to Remember

- BOTH your physical paper packet and your electronic copy of your final paper are due when class **begins** on the due date. If either one of those copies is not turned in by that time, the paper is officially late. I highly recommend you do not wait until the last minute to electronically submit your paper as computers and the internet have a tendency to break when you need them most. Give yourself some wiggle room.
- Print out and keep your receipt from turnitin.com; it's the only proof you have that you submitted your paper.
- If you are having difficulty with turnitin.com, send me an e-mail **immediately**.
- Should you have to be absent on the day a paper is due, you may e-mail me a copy of your final draft (while still submitting a copy to turnitin.com) and give me the rest of your paper packet at the beginning of the next class day you attend. This e-mailed copy must be received by the time class starts or it will be considered late. Bottom Line: a paper is due on the due date, regardless of whether you attend class.
- USE YOUR BOOK! This is an "open-book" paper; if you're having trouble writing your thesis, topic sentence, introduction, etc., go back and read that section from your text. Also, there's a Revision Checklist inside the cover of your text that can come in handy.
- I am happy to answer any questions you may have, but if you wait until the night before the paper is due, it will probably be too late.

This Paper Guide can be amended at any time.