

**\*\*\*COMMANDMENTS YOU MUST OBEY FOR WRITING A SUCCESSFUL PAPER IN MY COURSE\*\*\***

- 1). When using quotes to support your arguments, always cite them. If you select a quote out of an anthology (e.g. The Modern World Reader), you must cite the original author, not the compiler of the text at hand. For example, "One who is always working and never working..."(Stein, pg 284)--NOT (Katz, pg 284).
- 2). When using quotes to support your arguments, always use succinct selections. You can employ the ellipsis to condense ideas. Generally, if your quote exceeds two sentences it is too much!
- 3). Always follow the structural requirements listed below. Not doing so will result in the loss of one letter grade for each violation.
- 4). Never use colloquialisms in your paper--what is a colloquialism? E.g. "According to Kierkegaard, Jesus was jacked by the Roman System." E.g. "Fascism just runs people over."
- 5). Never use the following words or phrases in your paper:
  - a). really
  - b). like (e.g. "It's like he was mad")
  - c). 'kind of'
  - d). other 'talky' constructions
  - e). just
  - f). contractions (e.g. "It's really makin'" etc.)
- 6). Never write as if you were talking; obversely, always talk as if you were writing.
- 7). If you are unsure about your paper, READ IT ALOUD! If it sounds stumbling and rambling while you're reading it aloud, it is stumbling and rambling...
- 8). Never hand in a rough draft. Read and re-read your paper, vigilant for grammatical errors and general malaise.

**\*\*WRITING A PAPER IS DIFFERENT FROM APPLYING FOR A JOB IN ONE SENSE-- YOU ARE APPLYING FOR A GRADE...**

**STRUCTURAL REQUIREMENTS FOR ALL PAPERS**

- 1). 1 inch margins
- 2). Cover page (not included in page length) with your name, course number, time of class, title and my name (spelled correctly)
- 3). Succinct quotes supporting your argument
- 4). Bibliography (MLA style)
- 5). Stapled
- 6). Numbered
- 7). Times-New Roman, 12-point font
- 8). Papers are always due on the date assigned. One letter grade will be deducted each day the paper is late. This includes weekends.
- 9). Page length--(varies from assignment to assignment).

**ANALYSIS**=Your papers will conform to the following scheme:

1). Analyze--Formulate an argument using the topic at hand. Defend your position using the guidelines outlined above.

2). Interpret--Any of the works you are reading for this course can have multiple meanings. You may write a paper that contains multiple interpretations. Using strong argumentation and scholarly support, develop your interpretation(s).

3). Evaluate--How effective is the work in communicating ideas in support (or lack thereof) of your position?

**DESCRIPTION**=Typically, summaries. **AVOID!!** I've read the work(s) at hand, and I can detect if you have made an effort at analysis. **DO NOT RE-DESCRIBE THE WORKS IN YOUR PAPERS!** Such a strategy will be duly penalized. I will not benefit from a mere redescription of the material.

In my experience, the best resource for paper-writing strategies is the following:

HARBACE COLLEGE HANDBOOK--(latest edition)  
ISBN=015-500119-1 (hardback, although I'm sure the bookstore can get it in paperback)

Strongly recommended.