Format Requirements for All Papers

All formal papers (essays, narratives, stories, poems, and research papers) will be typed. Failure to follow these directions will result lost points for format.

1. The paper must be double spaced
2. The font must be 12 point , chosen font must be legible
3. Papers must have a cover sheet which will include the following information in this order

Title of your paper
British Literature
Date
Miss Tavella
Your Name

4. The paper must have 1 inch margins on all sides
5. If the paper is longer than one page, all pages must have a header with your last name and a page number.

If you do not have access to a computer, the library has computers available for student use before and after school, and during all lunch periods. There will also be a computer available in the classroom for student use in one hour increments and a sign-up sheet for its use. Since you are required to type all papers, it would behoove you to complete your work in advance.

Research Paper 1 Due:

For the first paper, choose one of the works from the first half of the syllabus and develop a thesis about that work. It can be something we have read or something we have not gotten to yet, but only from the first half of the year.

Research Paper 2 Due:

For this paper you will complete a WebQuest in the role of a Literary Historian. You will chose an author from the preselected list and research his/her life, chose 1-3 works by him/her, and make connections between the author, texts, time in which they were written, the present, and yourself. You will present your information in a Research Paper. Part two of this assignment is to be announced. Don't worry it will be fun!

Research Paper 3 Due:

The second paper will be in the second half and the student will also be required to find a work they would like to write about. However, for this paper, the work cannot be something on the syllabus. The author can be someone we have read, but the student must choose a work that is not on the syllabus. If the student has difficulty choosing a work, I have reading lists that may assist.

Journal Assignments

Journal assignments may be typed and submitted online or handwritten and kept in a notebook. Students may also create a blog and post journal entries there. All journal entries must be available for me to collect weekly to assign grades. This means, come to class prepared, submit journals online on time, or turn in to me an accurate web address where I may go to check journals as a blog. Journals do not have to be written in the formal paper format, however grammar will be taken into account, so proofread all assignments. Grammar will be overlooked in dialogue as long as it does not impede understanding. Follow all directions, and complete all assignments for Journal assignments to receive full credit.

Title

Start your essay here and continue to type in this format, using double spaces throughout. Be sure to keep a 1" margin on each side and at the top and bottom of the page. Your last name should appear on each page in the upper right hand corner along with page numbers. Use the header function for proper placement. The Paragraph alignment should be justified.

Your primary source is the actual work you are writing about. Secondary sources are any works that are written on or about your primary source. One of your secondary sources can be from the internet. The remaining two should be found using the library's databases and should consist of scholarly journals, literary magazine articles, newspaper articles, etc. I will schedule two class periods in the library in order to teach you how to navigate a database and find reputable sources on the internet.

You should include a Works Cited page as the last page of your document. You are required to use three secondary sources in addition to your primary source. Anytime you reference any of your sources you must cite the work within your paper and it must be included on the Works Cited page. If you use any sources (including quotes from the book, your primary source) and you do not cite them, <u>you will fail the paper for plagiarism</u>.

You must include your chosen thesis in the first paragraph of your paper. You should also include other quotations that are important in explaining your thesis throughout the paper. When you use a quotation from a book, you must cite it as follows: "To be or not to

be, that is the question" (66). This is a model only; this is not from Of Mice and Men! If your quotation goes beyond three typed lines in your paper, it should be blocked. A blocked quotation should be formatted as follows:

> Hamlet: Yes, by Saint Patrick, but there is, Horatio, /And much offense too. Touching this vision here,/ It is an honest ghost, that let me tell you:/For your desire to know what is between us,/O'ermaster 't as you may. And now, good friends,/ As you are friends, scholars and soldiers,/Give me one poor request. (175)

Notice, the paragraph is indented ½" on both the left and right sides. The quotation is not within quotation marks since blocking it takes the place of quotation marks. Notice that the period is not after the parentheses, as it should be with unblocked quotes. It is only after the quote is finished. No period should follow the page number. Also note that the remaining portion of the paragraph is not indented after the block quote. A block quote should never be at the beginning of a paragraph, or at the end. Always introduce the quote first and support it after.

Remember to:

- Type your paper
- Have 5 paragraphs (introduction, three supporting paragraphs, conclusion)
- Have a clearly stated thesis, underlined in your drafts.
- Do not use clichés
- Do not use abbreviation or contractions
- Do not use first or second person AT ALL! (No: I, you, my, your, we, us, etc.)
- Do not enlarge or reduce any of the formats of your paper to stretch or contract your paper, I will notice.
- Use 12 pt font in Times New Roman or its equivalent.

Notes on Plagiarism and Cheating

Plagiarism is the use of words or ideas of another without giving proper credit to them. Since Plagiarism is stealing, there are serious consequences as a result. If a student is found to be plagiarizing he/she will fail the assignment. No credit is ever given for plagiarized work.

To avoid this serious offense, keep the following facts in mind.

1. Use quotation marks and end notes when you copy material directly. **Ex. "According to Holle Abbe, "Blake was fascinated by the juxtaposition of good and evil, innocence and experience."** This is one example; there are multiple ways to properly do this.

2. Material paraphrased must be end noted. Changing two or three words or the order of the words is not a valid paraphrase. A valid paraphrase is when the material quoted is substantially altered, or rephrased in the writers own words. For example (Paraphrasing the above quote):

   William Blake wrote many poems centering around innocence and experience because he began to realize how fluid the two states of being actually were. Blake noticed how children, who are typically perceived as being innocent only, only see the good in the world, and slowly over time as that child gains experience, also begins to see the evil in the world. The transition between good and evil and innocence and experiences is so subtle, and Blake was fascinated by this subtleness, that it became a major inspiration for the collection of his most famous work, called Songs of Innocence and Experience (Holle Abee). Note: How I used Abee's thought, but turned it into my own words. This is a successful paraphrase. But since the original thought was not mine, even though it inspired me to write my own thought, I still have to give credit to Holle Abee.

3. Plagiarism is not limited to works that have been published. You should cite personal interviews, visual media, and artwork of another. A good rule: if you are unsure, cite it anyway, or do the appropriate research to double check. It is better to cite everything, than be accused of stealing.

4. Copying another student's work is totally unacceptable.

   Cheating is unacceptable in the classroom. This includes looking at another student's paper, sharing answers, using a "crib sheet", using cliff notes, Monarch Notes or other such study aids in the classroom, and so on. If you shoes to cheat, and when you are caught, the consequences will be according to your student handbook and failure of the assignment or test.

   Cliff Notes, Spark Notes, and Monarch Notes: only give you a broad overview of the work. They will NOT be enough for you to pass this class as it will only tell you what information is there but will not tell you how to make the connections and how to understand how the information works within the text and within the historical context. It is fine to consult secondary material to aid in understanding, but you should always read the work first and consult only when necessary. I believe you all to be wonderful, intelligent young adults and I want to hear YOUR thoughts and ideas in this class. Challenge yourself, and be amazed at what you can accomplish!

A Glossary of Correction Symbols

Keep this sheet in your notebook and refer to it when reworking a draft that has been edited by the teacher. This will help you understand revisions suggested by the teacher.

Abbrev.	Do not abbreviate
Adv.	Adverb error
Agr.	Agreement error (your subject/verb agreement etc.)
Amb.	Ambiguous meaning (unclear what meaning is intended vs. conveyed)
‘	Apostrophe error
Cap.	Capitalization error
Case	Incorrect case
c.f.	Comma fault
c.s.	Comma splice
Coh.	Lacking in coherence (thoughts do not blend or transition well)
:	Insert colon
,	Insert comma
Coord.	Faulty coordination (thoughts are inconsistent, writing is disjointed)
d.	Faulty diction (who is your audience? Does your writing to accommodate that audience?)
Det.	Develop with more details.
D.n.	Double negative
Frag.	The sentence is a fragment.
f.c.	Faulty comparison
h.	Homonym error
Illog.	Illogical sentence
Awk.	Awkward (revise wording)
m.s.	Improper manuscript form (consult MLA rules)
n.c.	Not clear (meaning is not concrete, too much room for interpretation)
Om.	Words omitted
¶	Paragraph error
P.	Punctuation error
Pro.	Pronoun error (She, they, him, one, etc.)
?	Question mark needed
“””	Quotation marks needed
Ret.	Vague or unclear reference
Red.	Redundant (something that has been repeated continuously)
R.o.	Run on sentence
;	Semi-colon needed
Sp.	Spelling error
T-s.	Tense error (jumping from past to present when inappropriate)
Trans.	Transition lacking
	Switch words/letters around
Var.	Sentence variety needed
v-s.	Voice shift (changing styles within a work)
w.c.	Word choice error
X.	Careless error.

Peer Editing Guidelines

FOR THE WRITER:

Describe specific things you would like your peer editor to look for/address in your paper:

FOR THE EDITOR: Complete the checklist and fill in sections where instructed.

Introduction

- ___ Paper begins with original title
- ___ Introduction is properly punctuated
- ___ Introduction contains some description of the topic
- ___ Paragraph has flow, sentences are gelled by transitions
- ___ Contains unnecessary information or wordy expressions
- ___ There is a clear thesis statement at the end of the paragraph. Write it below
  Thesis:

Argument/Body Paragraphs

- ___ Paragraphs begin with a topic sentence that introduces an argument. List arguments below

  Argument 1:

  Argument 2:

  Argument 3:

  Additional Arguments:

- ___ Paragraphs clearly explain the argument
- ___ Paragraphs contain examples to strengthen argument
- ___ Each example supports the argument
- ___ Each paragraph concludes smoothly, summing up the examples and argument, and connects back to the thesis statement.
- ___ Some information could be omitted
- ___ Some wordiness and/or insignificant summary
- ___ Writer keeps thesis as central focus

Conclusion:

- Author summarizes arguments and thesis
- Author takes reader a step beyond with the conclusion
    - By suggesting significance of the analysis
    - By demonstrating importance of the ideas
- Write below the strong point they leave you with at the end of the essay.

General:

- Circle all grammar mistakes and misspellings
- Circle any words or terms that may be improperly used, confusing, overused, ineffective, etc.
- Circle any pronouns in first or second person (I, me, my, you, we, us, your, mine, our, etc.)
- Does the author ever talk to the reader to tell the reader what they will say next? (GET RID OF THIS.)
- List any comments below and address any issues above in further detail if necessary.