

A few points about writing assignments:

1. Papers will be handed back one week after you hand them in, so if you ask for an extension, the entire process will be extended.
2. Your revision is due a week after you get your first draft back. If scheduling with the writing tutor becomes difficult, let me know and we'll extend the deadline. You must tell me the new deadline you are requesting.
3. A "first draft" of a paper does NOT mean that you can hand in a "rough" draft. It needs to be as finished as you can possibly make it, which includes proper citations, date, title, numbered pages (!!), correct spelling, logical structure, introduction and conclusions, etc., etc.
4. If you have questions about proper citation practice, consult any of our readings.
5. Avoid long quotes. If you must include one, any quote that takes up more than 5 lines needs to be indented. But far more preferable is to paraphrase, which is perfectly fine so long as you cite your source. For example:

Johnson notes that the quick brown fox jumped over the lazy poodle, and goes on to say that colorless green ideas sleep peacefully (1987: 16).
7. When writing your papers, create a reader in your mind and then write addressing that person. Your Aunt Sue or your Uncle Bob are good candidates. This imagined reader should be someone you have to explain a fair amount to. Keeping that reader in mind will help you to include important background information. Do NOT write thinking of me as your reader.
6. Read "Written Assignments—Rules of Thumb" and "How to Write a Paper" on the class website.

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