

## Definition of the assignment

Use one of the theories we discussed in class to analyze a particular candidate or political or event or historical change. 15 pages (+/- 10%)

Your topic should be clarified early in the semester. It must be approved by me.

There will be an update report part of the way through the semester.

The last class meeting will be a discussion of each paper. If someone is ready earlier for feedback, we can adjust that as long as everyone has a week to read your paper. Each draft will receive comments from 2 other students, as well as me.

## Peer Review

1-2 page peer review. Separate each of those you review into separate files, so it is easier to send them out to each student.

*A. Please keep each peer review separate -- two files -- not one.*

*B. Also, name each file by the name of the person you are reviewing followed by "reviewed by your name." First names are best.*

### Format for the review -- Consider:

1. Is the research question clear? What is it? What theory is to be applied? To what event, person...?
2. Is there a good balance between intro, body, and conclusion?
3. Do the examples prove the point? Are they clear and well-chosen?
4. Describe the paper's argument. What subarguments/points are made?
5. Do you notice anything that seems to be plagiarized?
6. Quality of language and grammar.
7. How much repetition is there?
8. What is missing?
9. What could be cut that would strengthen the argument?

## Writing Advice – based on drafts

1. Answer the question that you ask. Do what you say you will do. Answer all parts of it. Ignoring this destroys grades. Even perfect writing cannot get past this problem. Your introduction needs to lead to this research question or problem.
2. Writing matters.
  - a. A common expectation among students is that we should grade on content, not form.
    - i. Two problems with that –
      1. This is an English program.
      2. Without form, there is no content.
  - b. For the rest of your professional lives, you will be judged on both what you say and how you say it.
  - c. We consider both form and content in grades.
3. Indent all paragraphs. Do not add an extra blank line between paragraphs.
  - a. Ignoring this makes it difficult for the reader.
  - b. Multiple blank lines makes a text look like a young writer who is trying to hide how little there is in the text.
4. Punctuation, with quotes and footnotes
  - a. She said, “Blah, blah, blah.”<sup>1</sup>
  - b. After the paraphrase without quote marks.<sup>2</sup>
  - c. That is American style. British Eng uses single quote marks.
5. NO PLAGIARISM
  - a. If words come from someone else, they **MUST BE SURROUNDED BY QUOTATION MARKS AND FOOTNOTED.**
  - b. No matter how few or how many words
  - c. Even if you remove a few words
  - d. Even if you change the order of words.
  - e. If they did not come from you, they **MUST** be properly acknowledged.
  - f. If you do not do that, it is cheating (fusk) and will be sent forward as cheating.
  - g. Punishment for cheating is loss of all grades for the semester/year and blocked out of all teaching for a year.
6. Paraphrasing
  - a. A Paraphrase is rewording something as your own.
  - b. It is more than changing, re-ordering, or dropping words. You also must change structure.
  - c. It is not translation
  - d. Most often, it is taking a large amount of text and compressing the ideas drastically into your own words.
  - e. It must be significantly different from the original.
  - f. A paraphrase **MUST** be footnoted fully.
7. Basic Rules
  - a. If it is someone else’s idea, but your words – Footnote it.
  - b. If it is someone else’s word or words – Quote it and footnote it.

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<sup>1</sup> Full citation , .....pp.

<sup>2</sup> Short citation if same source, pp

8. All quotes must be fully integrated into your text. Do not use quotes to replace your own words. If you ignore this rule, your writing becomes choppy and your thoughts jump all over illogically.
9. Use a proper quotation mark. The bracket is not a legitimate quotation mark.
10. Subject Verb Agreement (SVA) AKA Concord
  - a. Subject and verb must agree
  - b. Double check all sentences – especially those with compound subjects or verbs.
11. Pronouns – Be careful. We can lose sight of what noun it is modifying if we use too many pronouns.
12. Conjunctions –
  - a. However, Therefore, Since... and similar words have very specific meanings. They are not just vague joining words.
13. Be specific. – Do not beat around the bush.
14. Words to avoid ---
  - a. Naturally, obviously, of course – If it is obvious, there would be no point in saying it.
  - b. Before I (answer the question), I must first (talk about everything but the kitchen sink)...
  - c. Mention.
  - d. He discussed... (What did the author conclude or argue?)
  - e. Firstly, secondly, etc. Correct form is first, second....
  - f. Meaning – It does not mean the same thing in Norwegian and English.
15. Proper sources –
  - a. The following are good sources for young children and pre-university courses. They are not legitimate sources for university level work. We use them as basic info (spellings, names, dates, links to original sources....)
    - i. Encyclopedia Britannica and Wikipedia are not legitimate scholarly sources.
    - ii. Most online how to... or power points are also not legitimate scholarly sources.
    - iii. Your dictionary is not quotable. Nor does it belong in your bibliography.
  - b. Use America: History and Life (for N.America) and Historical Abstracts (for Britain) to find good scholarly secondary sources. Filter for peer reviewed.
16. Chicago Style is the standard citation style in our fields. You can use endnote or google for a good manual. The library has an old version in hard cover. Use the footnote/endnote version --- NOT in-text notes.
17. Do not use contractions in academic writing.
18. Do not be afraid of the simple present and simple past.
19. Avoid using directional phrasing, such as later or earlier in the paper, as already mentioned, before I do this....
20. Know when to use amount and number.
21. General Advice
  - a. Read your text aloud. Or have someone read it to you while you listen.
  - b. As Norwegians, your ears are better trained than your eyes. You will hear grammar mistakes that your eyes will slide over. That is one of the advantages

with the policy of not translating movies and TV (except for things intended for pre-school children). Take advantage of that.

22. Microsoft Word has a glitch that affects all of us who use more than one language or sign on to the internet from both home and university. It gets confused about default language. You need to use the mouse to cover the entire text and redeclare the default language before you run the spell-grammar check. This is necessary to get an accurate check. If you simply assume the language, the checker will miss even basic problems. This is essential for a professional presentation.