

Term Paper Guidelines, Western Civilization II

Fall 2005, Dr. Chris Huggard

Guidelines for Term Paper (value based on 100-point starting point):

1. Choose a topic by September 9:
 - A. be sure to choose a manageable topic (e.g., if you do a paper on World War II, write about a subtopic such as the role of Navajo code talkers, women, or the Navy), do not choose a topic that you cannot possibly complete in 8 weeks.
 - B. get Dr. Huggard's okay on your topic before going ahead with bibliography (a preliminary bibliography must be handed in by September 22)

2. Research for your paper, September 10 to November 1:
 - A. compile a bibliography of five books or an equivalent group of sources (e.g., journal articles, internet sources)
 - B. use the NWACC library, the internet, and other repositories (e.g., Mullins Library at Univ. of Arkansas or a city's public library)
 - C. Read the materials that you have collected and take notes from those readings so that you can write your paper from those notes after you have outlined the notes (know the history of the topic before you begin writing)

3. Write your term paper, November 1 to November 17:
 - A. be sure to define your topic in the *Introduction*
 - B. write on your topic in the *Body*
 - C. analyze the topic's importance in the *Conclusion*
 - D. compile a bibliography at the end of your paper (to document your paper and for quotes, be sure to note them in endnotes or footnotes)—go to the library or the internet to learn how to place endnotes or footnotes in the body of your paper
 - E. use spell check and proof read before handing in your term papers
 - F. **DO NOT PLAGIARIZE YOUR PAPER OR PARAPHRASE FROM YOUR SOURCES—WRITE YOUR PAPER IN YOUR OWN WORDS!**
ALL CHEATERS WILL BE AWARDED A ZERO FOR THEIR PAPER!

4. **TERM PAPERS ARE DUE NOVEMBER 18! All term papers must be typed in 12-font, double spaced, from 10-15 pages in length. (all late papers lose 5pts. each day late)**