Collaborative Writing Project (CWP) Guidelines and Requirements*
*Most of these also apply to service-learning projects. Exceptions will be worked out on an individual basis. See also “Report Guidelines for a Product or for Service-Learning.”

Resources
· Five resources required; more may be used.
· Copies or printouts of resources must be turned in with the completed report or project.
· Required types of resources (some flexibility allowed):
  - One must be from a periodical, preferably a serious magazine or a journal
  - One must be from the Internet
  - One must be a primary resource: an interview, survey, questionnaire, letter
  - One must be from a book* that deals in depth with your topic or focus.
*Pages from books that must be copied and provided with the finished product are:
  1. the title page
  2. the reverse of the title page
  3. the table of contents page(s)
  4. the first page of the chapter from which material is quoted or paraphrased
  5. the last page of the same chapter
  6. the page(s) within the chapter that contain the paraphrased or quoted material.

Other required materials
· Drafts, working outlines, memos, emails sent, emails received, and other evidence of both individual and team work.
· Mock-ups, storyboards, or any other preliminary visual/graphic work.
· A correct and complete Works Cited or Bibliography page, using either the MLA or the APA format (only one format may be used in the project).

Required source attribution
· All quotes and paraphrases must be accompanied by author tags and correct in-text (parenthetical) citation, using either the MLA or the APA format. NOTE: PLAGIARISM IS A SERIOUS OFFENSE AND COULD RESULT IN YOUR RECEIVING ZERO (0) ON THE PROJECT AND AN “F” FOR THE COURSE.

To start off . . .
· Figure out what question or questions you want or need to answer in your research.
· Decide who, at this time, will be your audience.
· Determine your purpose (beyond as an assignment for technical writing!).
· Create an appropriate working title for your project.

NOTICE:
· A progress report, in memo format, will be completed.
· Three rough drafts of your CWP will be written, each one to be peer reviewed from a slightly different perspective: 1.) Overall meaning and clarity; 2.) Organization, development, and comprehensiveness; and 3) Correctness and completeness.