Research Paper Guidelines

A research paper is required in this seminar. It should be typed, double spaced, with a **table of contents, bibliography, and appropriate citations**. The bibliography should contain all materials cited in the text and any books or articles otherwise utilized in writing the paper. It should not list articles related to the subject area but not used in writing the paper. You must write the paper in scholarly fashion with appropriate citations in proper form. I prefer footnotes over endnotes but will accept either.

1. **Paper Topic.** Paper topics must be approved, but most paper topics relating to the subject matter of the course will be acceptable. The topic must be submitted to me no later than the end of class 4 (September 17).

2. **Tentative Outline.** An initial outline of your paper is due no later than the end of class 7 (October 8). In making your outline, you should make a preliminary draft of the first sections of your paper, in order to help define the topic.

3. **Tentative Bibliography.** A bibliography showing the books, articles and other materials you are consulting is due at the end of class 9 (October 22). It should be as complete as possible. The form of the final bibliography should comply with the requirements for scholarly writing.

4. **Optional Drafts.** I will read and comment substantively on any *typed* draft submitted by the end of class 12 (November 19). Submission of a draft is entirely voluntary. The draft should be a completed work product, including footnotes, but the footnotes need not be in final form. Sloppy drafts will be given a cursory reading only. I will attempt to get drafts back by November 26 (or earlier).

5. **Due Date.** The final paper is due on December 3. Extensions of time beyond this date will be granted if required on reasonable academic grounds or if first approved by the Dean's office on medical or similar grounds. Extensions on academic grounds will not be given without penalty to students who have failed to submit an outline and bibliography in timely fashion. No extensions on academic grounds will be given beyond the end of the academic year.

6. **Length.** I suggest a length of no less than 20 pages (including footnotes) and no more than 40, with 25 as the target. A significant departure from this guideline requires advance approval to avoid grade penalty.

7. **Penalties.** The above deadlines are for your benefit. The most important penalty for failure to meet any deadline (whether or not excused) is that I will not give comments on the work. I will also impose a grade penalty for unexcused lateness of the final paper.