

## Writing Help Sheet

- Title must state the specific *subject* of the paper. Usually “AN ANALYSIS OF...” (all caps)
- No page numbers on cover and TOC. Introduction is page 1.
- Date on cover must be the due date.
- Follow format of TOC (chapter / page headings).
- TOC should include (with page numbers):
  - Introduction
  - Research
  - Conclusion
  - Bibliography
- Introduction section must begin with, “This paper is an analysis of...”
- Conclusion must begin with, “In conclusion...”
- Always use ellipsis for incomplete sentence quotes.
- All quotes must be immediately followed with a citation that includes the page or par. #
  - Ex. (Smith, 2002, par. 3)
  - This is the ONLY time the page or paragraph number is stated.
- Include copies of all sources with areas referred to highlighted.
- Do not introduce new facts into the conclusion section. The conclusion is based on the research stated in the research section. The conclusions must be supported by the research section. Don’t make assumptions or conclusions that are not supported by the research.
- Bibliography page is titled Bibliography...not reference
- All facts must be followed by a cite.
- You are not an expert. You may not cite yourself.
- You may survey your friends for opinions, but they are NOT to be considered experts.
- You may cite the textbook, but not class discussion.
- All facts stated in the body of the paper must be tied into the conclusions for support or relevance.
- All numbers must include commas (1,000 and over). Ex. 1,000,000,000 not 1000000000.
- All Webpage citations: The page that is cited must be printed and placed in the right pocket of your folder. The areas cited must be hi-lighted or circled.
- Non stapled papers will not be accepted. Asking the instructor to borrow a stapler before class = -50 points.
- Papers with written page numbers will not be accepted.
- The final paper is placed in the left pocket of a folder. The proofed draft is placed in the right pocket, in front any webpage printouts.

### Bibliography:

- Initial author’s first name in bib.
- Note the case, punctuation, spacing

To make it a little less confusing, all citations in the bib will follow these formats. THIS SUPERCEDES THE APA BOOK.

### Book

Last Name, initial of first name. (date). *The title of the article in italics*. City of publication, State of publication: Publisher

Smith, J. (2002). *The complete cd guide: The new way of IBM*. San Francisco, CA: Sybex Books.

### Print Source: Magazine

Name. (Pub. Date). *Title of article in italics*. Title of magazine (not italics), issue number.

### Web Source:

Anonymous. (ND) *Title in italics*. Retrieved on **date** on the World Wide Web at [http://en.wikipedia.org/wiki/Interscope\\_Records](http://en.wikipedia.org/wiki/Interscope_Records)

[URL must be complete specific address for the page cited. Never just [www.amazon.com](http://www.amazon.com)]

[The name of the Webpage IS NEVER THE TITLE. All pages have a title. See the heading at the top, or the link that opens the page, etc., if unclear...ASK!]

### In-text cite for Webpage:

Last name, (date).

Last name. If no name put Anonymous (Anon.).

Date. If no date put (ND).

If no date, and there are more than one listed as (Anon., ND)...put first just 3 words [or enough words of the title to differentiate it from other articles] of article name. If more than 3 words, follow with ellipsis.

Ex.

Anonymous. (ND). *The effect of guitar on poopy music...*

Anonymous. (ND). *The effect of guitar with...*

Anonymous. (ND). *The role of...*

CD’s (pos.) versus CDs (plural)

1980’s (pos.) VS 1980s (plural)

CD sold... CDs don’t sell, they are sold.

Collective noun use (sing. VS. plural) [ex: Beatles is a band. An it, not a they, substitute with IBM.] Possessive is Beatles’s. Beetles (plural) is beetles’ (pos)

Tense changes

Slang use

Web, Webpage, Website, Internet...note caps

Be precise with dates. You must be able to read it in the future and know when you are referring to. Ex. The winter of 2006, November of 2006 (not next month), etc.