

# Composition/World Affairs Supplemental Reading Historical Book Critique Guidelines

Below are the requirements for completion of the Supplemental Reading research paper:

1. Papers **must follow the format guidelines distributed in class and address the assigned topic.**
2. A **title page**, which includes the following information, is required (sample format will be issued):
  - A. Title of the research paper
  - B. Title of the book read + author.
  - C. Student's name
  - D. Instructor's name
  - E. Class identification (ex: Composition II)
  - F. Due date of paper
3. **Length requirement:** As you know, I do not like to assign a minimum number of words on any writing assignment. However, because many of you need a guideline as to when "enough is enough", I am setting a **minimum length of 10 typed pages (body paragraphs only and following prescribed formatting guidelines, title page and Works Cited do not count)**. Let me remind you that it is important to organize your ideas and address them thoroughly rather than "writing to a word requirement."
4. ALL papers must have a **works cited list of at least 10 (ten) sources**. Source guidelines are as follows:
  - A. One of those sources must be the book chosen for supplemental reading.
  - B. **No Encyclopedic information (whether text or computer)** may be used/cited.
  - C. Students are limited to only **4 (four) electronic sources (none are required)**.  
[This format will be discussed in class, and students will have a copy of a sample Works Cited list in their notebooks.]
5. **Text citations** (following MLA style) are required any time a student:
  - A. quotes directly from a source or
  - B. uses information or ideas original to the source (includes paraphrased material) or
  - C. fails to cite a source correctly or list the source in the Works Cited.

**NOTE:** Failure to do so constitutes **PLAGIARISM** ---or theft of another person's work. **This will not be tolerated.** Two guidelines helpful in the avoidance of plagiarism are to be sure that

  - (a) **Every paragraph in the body of the paper has at least one citation and**
  - (b) **Every source on the Works Cited list is cited at least once in the paper.**

[This format will be discussed in class, and students will have a copy of a sample citation as well as plagiarism explanations in their notebooks.]
6. A grading rubric will be distributed and discussed in class, however a sample of the largest point deductions includes:
  - A. Failure to address **assigned** topic: -30 points
  - B. Missing **bibliography/works cited** -35 points
  - C. Failure to type the paper (**size 12 font, Times New Roman or Georgia**) -20 points
  - G. **Plagiarism** (defined as any direct quote, paraphrasing, or unoriginal idea used without giving credit to the original author) will not be tolerated! **0 for the paper**
7. **Students may NOT receive any help outside of this instructor in the completion of this paper. "Outside help" includes, but is not limited to, location of sources and proofing of rough drafts.**

## **PLEASE NOTE:**

- ✓ Papers may be turned in before **March 4**, but **NO** papers will be accepted after **3:30 PM, March 4**, even if the absence is *excused*. Students are expected to be in class on 3/4 unless too ill to attend school! In any case, the paper is due on time. **THERE WILL BE NO EXCEPTIONS TO THIS RULE.**
- ✓ **NO FLASH DRIVES WILL BE ACCEPTED!** Computers are available at EBA by appointment for student use. **Students who wait until the last minute to type the paper may not use technical failure as a reason to turn the paper in late. NO LATE PAPERS WILL BE ACCEPTED.**
- ✓ This paper counts as **25% of your Fourth Nine Weeks average**. If you have problems with **either the reading or the paper**, make an appointment to discuss the problem with me **BEFORE you run out of time!!!**