

## GUIDELINES FOR PAPERS

1. All papers should be neatly typed, double-spaced, in an easily readable font. Be sure to include *your* name and *your TA's name* on your paper. For safety, keep copies of your papers. *Please number your pages.* Papers should be turned in at the time and date indicated on the syllabus and on the paper topics.
2. All papers should be within the length guidelines specified. If you have more to say than you can fit within the page limits, pare down your discussion: make sure you have stayed on topic, focus your discussion on the most important points for your argument. However, note that because this is a HASS-D course, you must submit a total of **20 pages** during the term.
3. Essay topics must be taken from the list distributed in class, and your paper should be on *one* topic only. Stick closely to the topic; *be sure you address the question asked.* All papers should be clearly organized around a *thesis*, and should provide *arguments* for it. On some occasions your TA *may* approve an alternative paper topic. If you are interested in writing on a topic of your own design, speak to your TA well in advance of the paper deadline.
4. If you wish to attribute a position to a philosopher we have discussed, be sure to check that the text supports your attribution. On controversial points you should cite textual evidence, e.g., by quotation, or by giving the line numbers of relevant texts in parentheses. It is *imperative* that you indicate when you are quoting or paraphrasing an author, and when you do you *must* cite references to the original text. Failure to do so counts as plagiarism and will be handled accordingly. However, points made in lecture or in class handouts are "common property" for students in this class and may be relied upon in your papers without citation. (More on plagiarism, see below.)
5. Although quotes are helpful, please keep quotation to a minimum. The paper should be, by in large, *in your own words.*
6. You do not need to consult additional secondary sources. If you do, this *must* be acknowledged in the paper. If you quote or paraphrase a secondary source, this must be attributed to the author; if you relied on texts in your preparation which were not assigned in class, include reference to them in a bibliography at the end of the paper (even if you don't quote from them). (More on plagiarism, see below.)
7. Papers are due at the date and time specified. After that time papers will be considered late and will be penalized. If you foresee special difficulties with the deadline, speak to your TA well in advance.

**PLAGIARISM: Plagiarism and other forms of academic dishonesty will not be tolerated in this course. If in doubt about what counts as plagiarism, or about how to properly reference a source, consult the instructor or your TA. Other forms of academic dishonesty include: cheating on exams, double submission of papers, aiding dishonesty, and falsification of records. If academic dishonesty is proven, at the very least you will fail the course and a letter will be sent to the Committee on Discipline documenting your dishonesty. If you are tempted to plagiarize because you are in crisis, it is always better to speak to your TA, the professor, your advisor, the academic deans, the counseling center, or another trusted authority on campus who can help you handle the crisis. The following (slightly modified) was distributed to HASS-D instructors by the HASS Committee for use in their classes:**

## STATEMENT REGARDING ACADEMIC MISCONDUCT

To put it bluntly, plagiarism is theft and fraud--it is the theft of someone else's ideas, words, approach, and phrasing; it's fraud because the writer is trying to profit (a grade) by claiming as his/her own someone else's work.

Because plagiarism can have severe disciplinary consequences, it is crucial to understand the concept. Just as scientists demand complete and accurate information about experiments so that they duplicate and check those experiments, so scholars and readers demand complete information so they can check your use of sources and accuracy in reporting what others said. In all academic writing, then, you must give complete citations (e.g., author, title, source, page) each time you use someone else's ideas, words, phrasing, or unusual information. An insidious form of plagiarism is the "patchwork paper"--some words and ideas taken from source A are stitched together with words and ideas from source B and source C and....

Your essays should be your own work, although you are encouraged to seek writing advice from the Writing and Communication Center (14N-317, 253-3090). If there is any question about whether the student's paper is his or her own work, TA's have been directed to bring the paper directly to the professor. Every effort will be made to determine whether the paper is plagiarized. This is an attempt to be fair to the teachers and the other students in the course.

There are 4 guidelines for using sources in your essays:

ï There is never a good reason to paraphrase a source--either summarize it in your own words or quote it exactly (citing the source in either case).

ï When you quote, quote exactly, use quotation marks, and cite the source.

ï When you use information that might not be considered common knowledge, cite the source.

ï When in doubt about whether or not to give a citation, always give a citation.

Additional information: <<http://web.mit.edu/writing/Special/plagiarism.html>>.