

Dear class,

A few points re. the writing assignments:

1. Papers will be handed back one week after you hand them in, so if you ask for an extension, the entire process will be extended.
2. Your revision is due a week after you get your first draft back. Some of you are encouraged to go to the Writing Center. Their schedule will be heavy from now until end of term, so if you can't get an appointment right away, make an appointment, let me know the date of the appointment, and tell me the new deadline you are requesting.
3. A "first draft" of a paper does NOT mean that you can hand in a "rough" draft. It needs to be as finished as you can possibly make it, which includes proper citations, date, title, numbered pages (!!), correct spelling, logical structure, introduction and conclusions, etc., etc.
4. If you have questions about proper citation practice, consult any of our readings.
5. Avoid long quotes. If you must include one, any quote that takes up more than 5 lines needs to be indented. But far more preferable is to paraphrase, which is perfectly fine so long as you cite your source. For example:

Johnson notes that the quick brown fox jumped over the lazy poodle, and goes on to say that colorless green ideas sleep peacefully (1987: 16).
7. Create a reader in your mind and then write addressing that person. Your Aunt Sue, your Uncle Bob are good candidates. This imagined reader should be someone you have to explain a fair amount to. Keeping that reader in mind will help you to include important background information. Do NOT write thinking of me as your reader.
6. Read "Written Assignments—Rules of Thumb" at the course web site (under "General").

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