

# TERM PAPER OVERVIEW

## Purpose of the paper

A term paper is designed to give an in-depth report on one topic. This paper will be on a topic related to our American history course. Your paper must be as complete as possible while sticking closely to the topic you have chosen. *Do not get side-tracked!!!*

## The method of the report is important

**Choice of topic:** Your interest in the subject should determine your choice. Availability of information is an important consideration. Your topic should be broad, but not too broad or you won't be able to cover it sufficiently.

**Good research is important:** A variety of sources must be used; *a total of at least six sources is required.* Your sources must include at least *three books and two magazine articles* as well as one *on-line source*. No more than one encyclopedia article should be used. Encyclopedias do not count as one of your six sources.

--Good reading and note taking are especially important. *Three-by-five cards* are required for note taking. Note cards should be precise and abundant. Use the note card form we will detail in class.

--You should have at least 10, but no more than 100 cards from each required source.

--An accurate *bibliography* of sources must be kept. Be sure to use the form noted on the *Bibliographical Form Sheet*.

--A number of footnotes, giving credit to your sources, must be included. Use the form noted on the *Footnotes* form sheet. Footnote numbers should appear in superscript. A minimum of ten footnotes is required.

**The organization of information is important:** You will be required to submit an outline of your paper before writing the paper itself. All facts and information should be organized in chapters and presented in the order which makes most sense.

**Form is important:** *You are required to type your paper.* Set margins as follows: left, 1.5 inches; top, bottom and right, 1 inch.

--If any portion of your paper must be handwritten, be sure to use your best penmanship, and match the color of the ink with which you typed your paper.

--The body of your paper, introduction through conclusion, will be *approximately 12 to 15 pages in length, typed, double-spaced.*

--Pay particular attention to detail when writing your bibliography and footnotes. Even the smallest punctuation is important.

**The writing should be your very best:** Think carefully about what you want to say before you begin to write. *Follow your outline carefully.* All irrelevant material must be omitted from the paper.

--*The first copy is **not** the final copy.* A minimum of one preliminary draft will precede the final draft. You will have to answer/correct/revise/explain, as requested, in the revised draft. In some cases, you may be asked to write more than one preliminary draft.

### **The oral report**

**A short oral report will be delivered in front of the class:** The purpose of the report is to tell the class what you have learned about your topic. You may speak from notes, but not from your paper itself. The report must be five to ten minutes in duration and will be graded. The use of presentation software (Powerpoint, Keynote, Google) and other props is encouraged.

### **Grading**

**Any assignment submitted late will lower your final grade by one full grade.**

**Any assignment submitted more than five school days after the due date will be cause for *failing* the paper.**