# How to Do Writing-#1 or Writing-#2 –These are Requirements for BOTH Writings.

## 1. Required Top Line for Your Writing

In 1 row across the top line, your first and last name – Your Title (Details are in the Specific Instructions for a writing.)

## 2. Requirements Based on the History Department Student Learner Outcomes for Writing

You are expected to create "an argument"--"a coherent series of statements leading from a premise to a conclusion." Trying to teach something clearly and accurately honorably to another 1st student can help you do that. You are also expected to use primaries and "historical evidence" and to analyze (not just repeat). Click here for details about those terms. Link Address: http://www.cjbibus.com/GS_HistDept_Student_Learner_Outcomes.htm

## 3. Required Citation Using Footnotes

You have two resources so you can be successful with footnotes:

- The link below is from Microsoft and it shows how to enter footnotes, the method used with History.
- In the folder for the Writing, the link at the top provides the exact text for the footnotes.

## 4. Required 5 Good Habits for Evidence

Refresh your memory on the the 5 Good Habits for Evidence. Link Address: http://www.cjbibus.com/Evidence_Quiz_4-The_5_Good_Habits_for_Evidence_and_Its_Rubric_and_How_Both_Can_Help_You.htm

Caution: Because I have the sources that you were supposed to use in front of me, I can tell—and prove—easily if you misread, assumed, plagiarized, half-copy plagiarized, embellished, cherry-picked and other words in the rubric.

If you do not follow one of the Good Habits for Evidence, I will write its number in the left margin and sometimes a brief phrase. Tip: never try to be exciting. Be useful and true.

## 5. Required Good Habits of Working

Save yourself from misery and lost points. Do these things:

a. Microsoft Word **automatically** does footnotes with the **correct number** and the **correct location** at the bottom of the page. It is not hard. Ask if you need help! Microsoft Word can also run spell and grammar checking.
b. Print the paper. Proof it. To **proof** = to compare **side by side** paper and source to be sure page numbers, facts, names, quotations, and **everything** is correct. Tip: Develop habits of work to match the way you want to be paid.
c. Also **proof** the appearance of words. If you copy information from a different file into your Writing, you may mess up the format you had set up. **Example:** If you copy words from a primary into your Writing, your computer may change font and spacing. To avoid problems, when you copy text for a quotation, place it in a separate file and change it to the settings in Required Format. Then copy the quotation into your paper.
d. Be brief and most certainly keep any quotation very brief.
e. Save your file in case. It is safer.

## 6. Caution: Required Format for Your Writing Work and Required File Types for Turnitin

Do each of these things.

| a. Font | 11 point Calibri font |
|---|---|
| b. Length | **Never** more than **1** page, including footnotes. (If it is too long, delete **your** own words.) |
| c. Margins | 1" on the left and **.5"** on the right    (FYI: I need those margins when I grade.) |
| d. Spacing | Double-spaced |
| e. Turnitin File Types | Turnitin accepts these types of files:<br><br>• A Microsoft Word document (.doc or .docx)<br>• An Adobe file (.pdf)<br>• An Open Office document (.odt) |

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