

THE BASIC ESSAY

Paper Format

Margin - one-inch, all sides

Font - Arial, Courier, or Times New Roman, 10-12 pts. in size; no smaller or larger

Double-space - entire paper

Page Numbers - top right corner of page 2 and on

Student - name, class, teacher, date

Title - should reflect your message to the reader and indicate your stance, not just state the paper's topic

Other Tips:

- Brainstorm and outline your essay first.
- The "I" perspective is fine in a response or personal essay, but otherwise, avoid it.
- When citing a text in an essay, *less is more*. Paraphrase text if possible.
- Do not simply restate the thesis in the conclusion—seek real closure. If you cannot do this, chances are that your paper is too large in scope.
- Never, ever introduce any new arguments in the concluding paragraph.

Introductory Paragraph

Hook - get reader interested with a relevant and interesting metaphor, statistic, quote, anecdote, or personal experience

Thesis - clearly state the essay's main idea/purpose and its breakdown (thesis prongs)

Body Paragraphs

Topic sentence - break essay into manageable parts linked directly to thesis

Provide evidence & details - support the assertion made by the topic sentence

Concluding Paragraph

Reiterate - briefly refer to your strongest points

Bring closure - tie everything together

Conclude - make a dramatic final statement or ask a rhetorical question (for which the answer is obvious) to "drive your point home"

Remember, a good hook can provide for a very effective conclusion.

Johnny Miller

English 9, Period 3

Mr. Trevisano

10 September 2000

Fight the Animal Cracker Attack

The animal cracker seems harmless, but in the last four years, nearly 300 people have died from them. This traditional snack—especially the variety marketed to young children and sold at fast food restaurants—should be banned in this country. They cause choking, extremely bad breath, and offer absolutely no nutritional value at all.

In fact, most of the deaths associated with crackers were caused by choking when eaten without milk. After his ten year study, Richard Lemmings, Ph.D. concluded that crackers kill. Although 80 percent of the choking cases documented were infants or young children who could not read warning labels, the remaining 20 percent

Hook

Thesis Statement

Topic Sentence

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were adults who found the warnings obscure or simply assumed the crackers to be safe because the packages were bright, colorful, and appealing to their kids.

So, crackers not only choke over 75 people to death yearly, but they also cause the bad breath—which can leave one's social life in ruins—without providing the needed nutrients to the body. Animal crackers kill. Is it really worth the risk? Every conscientious parent should think about that before spending a penny on those "cute" little jungle critters!

Each topic sentence should refer back to the thesis statement.

The concluding paragraph reiterates the main points of the thesis - more than merely restating them. Then, it takes readers full circle by referring back to the hook!

Mr. Trevisano's

TEN COMMANDMENTS

of Composition

Ye shall not make assumptions.

Your readers are not telepathic; you cannot assume that they know what you mean. Be clear, concise, and convincing. Readers expect you to prove your case and they are not going to give you a second chance.

In this essay I am going to show you what the author means by the title of the book: you can't judge a book by its cover as everybody knows, and that's why old Mrs. Singleton was able to get away with everything she did. Nobody even suspected her, not even the author.

No one in Railroaded ever suspected Mrs. Singleton of embezzling money from the Chicago Line because she was an early advocate of the company, married its largest stockholder, and had done so much else for its benefit.



Ye shall not be pretentious.

Don't try to sound smart by being too technical for your reader to understand. Don't try to impress readers by throwing big words around. Take the time to find the right words.

When the choice of whether you truly cherish what's real in all of its reality and the truth of dreams comes into full focus with everything you've ever wanted and beyond—in this moment, the finest, best instance of glory and innocence, when in your crystalline view of the possible you see what truly can be for you, the ones you love, and the universe itself—isn't it worth making the ultimate sacrifice, giving it your all and knowing that you did your best and now have finally achieved the deepest wish of your heart?

Good things come to those who always strive to do their best.

Ye shall not summarize.

Give the author some credit—you do not have to retell the story. Just refer to significant parts. That is enough.

Luke Skywalker arrives at the Death Star, then goes to find the princess and dives into a trash compactor. While in the trash compactor, he is attacked by an octopus alien under the garbage. He escapes from there with help from Han and Chewbacca, then he goes down a long hallway and almost gets caught. He uses the Force on the guards, then takes one of their uniforms and puts it on, so he can sneak into the lockups and rescue Leia.

Luke Skywalker, like many light heroes, enters the Dark Lord's inner sanctum to rescue something he has stolen—in this case, Princess Leia. Luke overpowers a Storm Trooper easily, because those who work for a tyrant seldom put up much of a struggle; then he puts on the soldier's uniform and momentarily becomes one with the Dark Lord, symbolically penetrating his psyche to better understand his motives and weaknesses.



Ye shall not use slang speech.

Unless you want the world to think that you are an inexperienced or lazy writer with a very small vocabulary. Avoid clichés and NEVER use vulgar terms.

This is a what u see is what u get kinda simple story but it like makes u really think if you get up in someone's face and start slingin crap, they're probably gonna take u down if u know what i mean—u could get seriously messed up.

This is a simple story with a simple message: one should treat others with respect.

Ye shall not ask questions.

You will undermine your purpose if the readers do not answer as you expect them to answer.

After all of this evidence about the dangers, do you still want to do x?

Considering the evidence presented, it would be dangerous and unwise to do x.



Ye shall not reflect uncertainty.

Never use words or phrases like *seems, probably, supposedly, maybe, it could mean, I think, I guess*, etc., because they cast doubt on your argument.

The author seems like he probably feels pretty strongly about this topic, so it could be his main message. I, for one, think it is.

The author's use of dark imagery reveals his obsession with death.



Ye shall not address the reader.

Absolutely never use "you" in an essay. Speaking directly to the reader is condescending, even offensive. Respect the reader's intellect.

You should seriously think about what you say before you do something that'll make you sorry you said it. That's what you need to learn from this story.

The story warns readers to think before they act or they may come to regret it.



Ye shall not use contractions.

Contractions make the paper sound conversational—and the less formal it sounds, the less authoritative and credible it is.

If there ain't enough fuel in the tank, the thrusters won't fire.

If there is not enough fuel in the tank, the thrusters will not fire.

Ye shall not use passive voice.

Use active verbs and always remember to use the present tense to discuss events in a story, unless necessary to distinguish between the order in which events occur.

While the sherriff was being shot at, he went behind a trough where he was hidden from Slim and was safe until the deputies had gotten there.

In this scene, the sherriff runs through a shower of bullets, dives and rolls behind a trough where he finds safety until his deputies arrive.



Ye shall not begin with quotes.

Set the quote up first; having to explain who said it afterwards is awkward.

"To be or not to be; that is the question." That's what Hamlet said because he's frustrated and wants to kill himself.

Frustrated and contemplating suicide, Hamlet cries out, "To be or not to be; that is the question."



Essay Titles

Remember, a title about your topic is adequate, but a title about your message (your argument, your stance) is better. Both titles below identify the topic, but should also at least imply the writer's message.

Equal Rights	—identifies topic
The Struggle for Equal Rights	—identifies topic <u>and</u> implies writer's stance

The following titles identify the topic and imply the writer's stance.

- | | |
|---|--|
| 1. Equal Rights Now! | 11. Real Men: the New Endangered Species |
| 2. Equal Rights: At Last | 12. Equal Rights and Equal Wrongs |
| 3. The Struggle for Equality: Game Over | 13. Alienation, the New Male Pastime |
| 4. Equal Work, Unequal Pay | 14. All Things Being Equal, Women Still Lose |
| 5. The Expense of Equality | 15. Equality: Be Careful What You Ask For |
| 6. Feminism: Nagging Par Excellence | 16. My Sisters, We Have Arrived |
| 7. Come Home: The War for Equality Is Over | 17. Equality: Still Just A Word |
| 8. The Equality Battle Won, but Not the War | 18. Equality: Tie Game |
| 9. The Race for Equality: Running in Place | 19. Anatomy Is Destiny |
| 10. Some Are Still More Equal than Others | 20. Equal Is As Equal Does |

Explain what each title above implies about equal rights. Continue answers on reverse if necessary.

THE ESSAY HOOK

You may expect your readers to courteously finish what they have started, even when it is uninteresting... but they won't. The moment a reader's mind starts to drift, it's probably too late. On the other hand, if you begin well, your reader will be more patient. **A good opener is concise, identifies the topic, implies the writer's attitude and makes a substantive argument. Most importantly, however, it arouses curiosity about what you have to say.** It *hooks* your reader. Consider the following openers.



A stimulating quote.

"It is difficult to speak adequately or justly of London," wrote Henry James in 1881. "It is not a pleasant place; it is not agreeable, or cheerful, or easy, or exempt from reproach. It is only magnificent." Were he alive today, James, a connoisseur of cities, might easily say the same thing about New York or Paris or Tokyo, for the great city is one of the paradoxes of history. In countless different ways, it has almost always been an unpleasant, disagreeable, cheerless, uneasy and reproachful place; in the end, it can only be described as magnificent. — *TIME Magazine*

A thought-provoking question.

Can your home or office computer make you sterile? Can it strike you blind or dumb? The answer is: probably not. Nevertheless, reports of side effects relating to computer use should be examined, especially in the area of birth defects, eye complaints, and postural difficulties. Although little conclusive evidence exists to establish a causal link between computer use and problems of this sort, the circumstantial evidence can be disturbing. — THOMAS HARTMANN, "How Dangerous Is Your Computer?"

A vivid description.

Despite complaints from viewers, television commercials aren't getting any more realistic. Their makers still present idealized people in unreal situations. Friendly shopkeepers stock only their favorite brand of toothpaste or coffee or soup. A mother cleans and buffs her kitchen floor to a mirror finish so her baby can play on it. A rosy-cheeked pregnant woman uses two babies, two packaged diapers neatly dissected, and two ink blotters to demonstrate one diaper's superior absorbency to her equally rosy-cheeked and pregnant friend. The advertisers also persist in showing a version of male-female relationships that can't exist in more than two house-holds. The wife panics because a meddlesome neighbor points out that her husband's shirt is dirty. Or she fears for her marriage because her finicky husband doesn't like her coffee. What do the advertisers know about us, or about how we see ourselves, that makes them continue to plunge millions of dollars into these kinds of commercials? — KELLY PHELPS (student), "Television Advertising"

A notable fact or statistic.

We might eventually obtain some sort of bedrock understanding of cosmic structure, but we will never understand the universe in detail; it is just too big and varied for that. If we possessed an atlas of our galaxy that devoted but a single page to each star system in the Milky Way (so that the sun and all its planets were crammed on one page), that atlas would run to more than ten million volumes of ten thousand pages each. It would take a library the size of Harvard's to house the atlas, and merely to flip through it, at the rate of a page per second, would require over ten thousand years. —TIMOTHY FERRIS, *Coming of Age in the Milky Way*

An intriguing historical illustration.

We Americans are a clean people. We bathe or shower regularly and spend billions of dollars each year on soaps and deodorants to wash away or disguise our dirt and odor. Yet cleanliness is a relatively recent habit with us. From the time of the Puritans until the turn of the twentieth century, bathing in the United States was rare and sometimes even illegal. —AMANDA HARRIS (student), "The Cleaning of America"

A compelling personal experience.

Canada is pink. I knew that from the map I owned when I was six. On it, New York was green and brown, which was true as far as I could see, so there was no reason to distrust the map maker's portrayal of Canada. When my parents took me across the border and we entered the immigration booth, I looked excitedly for the pink earth. Slowly it dawned on me; this foreign, "different" place was not so different. I discovered that the world in my head and the world at my feet were not the same. —ROBERT ORNSTEIN, *Human Nature*

I've often wondered what goes into a hot dog. Now I know and I wish I didn't. —WILLIAM ZINSSER, *The Lunacy Boom*

An interesting anecdote.

Jill's story is typical for "recruits" to religious cults. She was very lonely in college and appreciated the attention of the nice young men and women who lived in a house near campus. They persuaded her to share their meals and then to move in with them. Between intense bombardments of "love," they deprived her of sleep and sometimes threatened to throw her out. Jill became increasingly confused and dependent, losing touch with any reality besides the one in the group. She dropped out of school and refused to see or communicate with her family. Before long she, too, was preying on lonely college students. —HILLARY BEGAS (student), "The Love Bombers"

THESIS PITFALLS

As Daniel P. Moynihan once said, "You are entitled to your own opinion, but not to your own facts." I echo that sentiment. I have told you that I was going to teach you how to think. What you think is your own business, but how you think and communicate is another matter. It is important to be clear, concise and to support your argument with facts when writing an essay. That requires a defensible thesis. Avoid the pitfalls you see in the flawed thesis statements below; compare each with the accompanying revision.

THE UNDEVELOPED THESIS

Citizens should be able to own firearms for home and self defense.

Citizens should be able to own firearms to defend their lives, rights and properties.

THE IGNORANT THESIS

I believe scientists should not be free to clone cells because that's creepy, it's illegal, and that's just plain weird.

Scientists should not be free to clone human cells because it is immoral, illegal and unnecessary.

THE INCOHERENT THESIS

Scientists shouldn't be free to clone human cells because they are killing people, making something out of some other person, and because making someone look like someone else.

Scientists should not be free to clone human cells, because the process would endanger subjects, pose unanswered ethical questions, and cause conflicts of identity.

THE CONTRADICTORY THESIS

Recreational drugs such as marijuana should be legalized. If alcohol does more damage than weed then how come we don't ban alcohol (again)? Another good affect is that it can sometimes help to cure cancer. Overall the only bad affect is that you can get stoned.

Recreational drugs like Marijuana should be legalized because they are safe, entertaining, and may even be beneficial to a person's health.

THE SELF-INDULGENT THESIS

The minimum age required to obtain a driver's license should not be raised because then we can drive wherever we want to. Also we don't have to ride the bus with all of the annoying little kids that give me headaches. Lastly we would have more responsibility and learn to be more responsible.

The minimum age required to obtain a driver's license should not be raised because teenagers are skilled and mature enough to operate a vehicle and deserve the opportunity to prove it.

THE OBVIOUS THESIS

Physician-assisted suicide should not be legalized because it's against the law, it's killing people, and it's too controversial.

Physician-assisted suicide should not be legalized because the majority of people would object on legal, intellectual, and moral grounds.

Summary, Paraphrase, and Analysis

Sample Summary

In the beginning of Dillard's essay, she begins talking about the wild and tells a story about a weasel. She says that Ernest Thompson Seton shot an eagle and found the dried skull of a weasel with its jaws fixed to the eagle's throat.

Dillard then introduces Hollins' Pond and implies that it is not what it seems. The pond is barely six inches deep but appears to be quite deep and large. Also she talks about how it is strange to have this sort of "oasis" fixed in the middle of a suburban city.

The essay concludes with the author discussing how she would like to live like the animals at Hollins' Pond do. They live in necessity, only worrying about the day-to-day survival. She wishes we could live like that and slow down our lives.

I think Dillard's essay is very well written, but most importantly, brings up an important point about our lives. Our society requires us to work and never stop working. Everyone lives on a schedule and is worrying about time. We don't have the privilege to lay back and relax whenever we choose. Obviously, our country would fail if we were allowed to be lazy, but wouldn't it be nice to only worry about the necessities?

Sample Paraphrase

In her essay "Living Like Weasels", Annie Dillard invites readers to break from the frenetic pace of the workaday world and live only for survival, like animals do. She urges us to seek refuge in nature as at Hollins' Pond, a few acres of wilderness in the middle of a suburban neighborhood, where she meets a weasel face-to-face and ponders the return to a more primitive way of life.

Perhaps one of Dillard's most evocative images is that of Seton's eagle. The weasel's skull, deeply embedded in the eagle's throat, perfectly illustrates her point. Imagine living with that singleness of mind: kill or be killed. Unfortunately, the weasel died--but its tenacity is still admirable.

Sample Analysis

Like many naturalists, Annie Dillard decries human routine. While she urges readers to entirely abandon reason and return to a more primitive state of mind in "Living Like Weasels", her own inability to maintain eye contact with the animal at Hollins' Pond reveals this to be impossible. In fact, nothing could make that point more emphatically than her ponderous reaction to the encounter. The weasel, for example, does not return to its burrow to meditate upon the chance meeting with a human being, that day.

Dillard's reference to Seton's eagle is still more ridiculous, because it is such an anomaly. She means to praise the weasel's singleness of mind, but the fact that it is dead defeats her purpose. Live like a weasel, end up in the unsympathetic clutches of a larger predator. Like many writers of her ilk, Dillard forgets that we stand at the top of the food chain precisely because we reason. She would do better to admit that she is escapist and write fiction.



The Conclusion

Conclusions are often the most difficult part of an essay to write, and many writers feel that they have nothing left to say after having written the paper. A writer needs to keep in mind that the conclusion is often what a reader remembers best. Your conclusion should be the best part of your paper, the "knockout punch". A conclusion should reinforce the thesis, provide a sense of completeness, and leave a final impression on the reader.

Suggestions

- Answer the question "So What?" Show your readers why your paper is important. Show them that it is useful and meaningful.
- Don't summarize. Don't simply repeat the thesis or details; your readers get it already! Show them how the points you made and the examples you used were not random, but fit together.
- Redirect your readers. Give them something to think about, a way to apply your ideas in the real world.

Strategies

Challenging the reader

By issuing a challenge to your readers, you help them to redirect the information in the paper.

Serving on a jury is not just a citizen's responsibility but an interesting experience. Nevertheless, many people still see it as a chore that interrupts their daily lives. We must remember the responsibility is part of what makes America a free and just society, and embrace it as we do our freedom to speak and act.

Looking to the future

Looking to the future emphasizes the importance can help readers apply the new information you offer to their own lives or see things more globally.

Without well-qualified teachers, schools are little more than buildings and equipment. If the best and the brightest students continue to flock to other professions, the next generation will not be as well prepared and the future of our country will suffer for it.

Posing questions

Posing questions may help your readers gain a new perspective on the topic, which they may not have held before reading your conclusion.

Campaign advertisements should help us understand the candidate's qualifications and positions on the issues. Instead, most tell us what a boob or knave the opposing candidate is, or they present general images of the candidate as a family person or God-fearing American. Do such advertisements inform citizens or expect people to choose political leaders the same way they choose soft drinks and soap?

Circling back to the introduction

Echoing your introduction is a good way to bring the reader full-circle. If you begin by describing a scenario, you can end with the same scenario as proof that your essay was helpful in creating a new understanding.

Introduction:

From the parking lot, I could see the towers of the castle of the Magic Kingdom, stately against the azure sky. At right, the tall peak of The Matterhorn rose even higher. I could hear the jungle sounds of Adventureland from the left. As I entered the gate, Main Street stretched before me with its quaint shops evoking an old-fashioned small town so charming it could never have existed. I was entranced. Disneyland may have been built for children, but it brings out the child in adults.

Conclusion:

I thought I would pass a few hours at Disneyland, but here I was at 1:00 A.M., closing time, leaving the front gates with the now dark towers of the Magic Kingdom behind me. Tired children toddled along, struggling to keep their eyes open. Others slept in their parents' arms as we waited for the tram that would take us to our cars. My old feet ached and I felt a bit sad to think that in a couple of days I would be leaving California, my vacation over, to go back to my desk. Still, I smiled to think that for at least a day I felt ten years old again.

Paranthenetical Citations

In MLA style, in-text citations, called paranthenetical citations, are used to document any external sources used within a document (unless the material cited is considered general knowledge). The paranthenetical citations direct readers to the full bibliographic citations listed in the Works Cited, located at the end of the document. In most cases, the paranthenetical citations include the author's last name and the specific page number for the information cited. Here are general guidelines for in-text citations, including use of authors' names, placement of citations, and treatment of electronic sources.

First of all, always mention the author's name—either in the essay text itself or in the paranthenetical citation—unless no author is provided.

IF THE AUTHOR'S NAME IS MENTIONED IN THE TEXT

If the author's name is used to introduce the source material, cite the page number(s) in parentheses:

Anderson argues that "it's a good idea to lurk—in other words, to read all the messages without contributing anything—for a few weeks, to ensure that you don't break any of the rules of netiquette" (7) when joining a web chat forum.

IF THE AUTHOR'S NAME IS NOT MENTIONED IN THE TEXT

If the author's name is not used to introduce the source material, include the author's last name in the paranthenetical citation before the page number(s). Note that no comma appears between the author's name and the page number(s).

The modern world requires both the ability to focus on one thing and the ability to multi-task: "Ideally, a person develops a variety of skillsets, appropriate to different situations, and uses them as the situation requires" (Jones 97).

IF THERE IS MORE THAN ONE WORK BY THE SAME AUTHOR

If a document uses more than one work by a particular author, include an abbreviated form of the title of the work in addition to the author's name and page number(s). Separate the author and title with a comma:

Camp counselors make the experience "safe, educational, and a source of long-lasting memories" (Landon, Fireside Chat 79).

IF TWO AUTHORS HAVE THE SAME LAST NAME

If the document uses two sources by authors with the same last name, include the author's first name in the essay text or the parenthetical citation:

Tom Peters talks about a company that facilitates employees' renewal by shutting down its factory for several hours per week while teams work through readings on current business topics (57).

IF THERE ARE TWO OR THREE AUTHORS

If a source has two or three authors, place all of the authors' last names in the essay or parenthetical citation:

A team can be defined as "a small number of people with complementary skills who are committed to a common purpose, performance goals, and approach for which they hold themselves mutually accountable" (Katzenbach and Smith 45).

IF THERE ARE FOUR OR MORE AUTHORS

If a source has four or more authors, include the first author's last name followed by et al. (Latin for "and others"), in the essay text or the parenthetical citation. You can also name all of the authors:

Brooks et al. argue that "making libraries available for study requires publicizing new hours widely, to enrolled students as well as the public" (109).

Some argue that "making libraries available for study requires publicizing new hours widely, to enrolled students as well as the public" (Brooks et al. 109).

IF THE SOURCE HAS A CORPORATE AUTHOR

If a source has a corporate author, include the author's name and the page(s). If the corporate author's name is long, it should be included in the text rather than in the parentheses:

According to the Department of Housing and Urban Development, interest in public housing is highest in "among the poor and university students" (3).

IF NO AUTHOR IS IDENTIFIED

If a source does not include an author's name, substitute for the author's name the title or an abbreviated title in the text or parenthetical citation. Underline the title if the source is a book; if the source is an article, use quotation marks:

The use of Customer Relationship Management (CRM) systems has grown substantially over the past five years as companies attempt to adapt to customer needs and to improve their profitability ("Making CRM Work").

Placement of Citations

- Place a citation as close to the quoted or paraphrased material as possible without disrupting the sentence.
- When material from one source and the same page numbers is used throughout a paragraph, use one citation at the end of the paragraph rather than a citation at the end of each sentence.
- Parenthetical citations usually appear after the final quotation mark and before the period. An exception occurs, however, in quotes of four or more lines since these quotes are presented as block quotes: that is, they are indented and use no quotation marks. In such cases, the parenthetical citation goes after the period, as the following example shows:

Miller argues that the most effective job hunting method is what he calls the creative job hunting approach:

figuring out your best skills and expertise, then researching any employer that interests you before seeking an interview. This method, faithfully followed, leads to a job for 86 out of every 100 job-hunters who try it.

(57)

Connection to the Works Cited Page

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- Parenthetical citations use the author's last name as listed on the Works Cited page, and the page number where the relevant quotation or other material is found; i.e., (King 47).
- If the work cited parenthetically does not have an author, a shortened version of its title will suffice instead; i.e., (Lottery 82).
- If the work cited does not have page numbers, use descriptions: (Medical Answers, pamphlet) or (Schindler's, film).

Cond.	conducted by
Dir.	directed by
Ed.	edited by
ed.	edition
eds.	editors
et al.	and associates
Perf.	performed by
Trans.	translated by
UP	University Press
Vers.	version

* The second date represents when you accessed the web page in question.

Essay No-No's

1. Do not use contractions unless they are part of a direct quote.

BAD

can't, won't, didn't, don't, it's

GOOD

cannot, will not, did not, do not, it is

2. Use active verbs instead of passive ones. Avoid -ing ending verb forms.

BAD

*Women are forced to remain at home.
Women were expected to cook and clean.
Women are not valued as men are by society.
It needs to be proven that women are as capable as men.
Why are men continually oppressing women?
What this quote is saying is that men are superior to women.
Whether it is a woman doing one thing or a man doing...*

GOOD

*Society forces women to remain at home.
People expected women to cook and clean.
Society does not value women as much as men.
Women need to prove that they are as capable as men.
Why do men continue to oppress women?
This quote implies that men are superior to women.
Whether a woman does one thing or a man does...*

3. Avoid the use of clichés (common sayings).

BAD

*While men bring home the bacon, women do the cooking and cleaning.
Can a woman have her cake and eat it, too?

It seems to be the picture-perfect marriage.
All of this can leave a dent in your wallet.
Let's face the fact, most women and men think another way. (also a comma splice)
You should practice what you preach.*

GOOD

*While men earn a living outside the home, women must do the housework.
Should a woman expect a man to fulfill his traditional obligations, but resent her own?
It seems to be an ideal marriage.
All of this is expensive.
We must acknowledge that men and women perceive things differently.
One should not be hypocritical.*

4. Seek variety in sentence length.

Although men happily accept the credit, women are often those who make a business successful. They frequently contribute valuable ideas and feedback. They do tedious work and provide training. The hard-working secretary dreads vacation because she knows how she will find the office when she returns: in complete disarray. It is then her job to restore order. Unfortunately, her paycheck rarely reflects her importance to the company.

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It is then her job to restore order.
Unfortunately, her paycheck rarely reflects her importance to the company.*

5. Use the right words. If you must use an unfamiliar word, double-check the definition. Find the appropriate word to replace those underlined, or reword the sentence if necessary.

INCORRECT

*Staying at home looking like a symbol to a man is not all a woman can do.
Women and men have conquered how to play their roles in the family and society.
They do not have time to sit down and regain knowledge of each other.
Women should do whatever their goals inquire for themselves.
It has become almost instinct to believe that women's importance follows right after men's.
[Women] contribute eminently to our society.*

5. Avoid the use of colloquialism (casual or conversational tone). Revise the sentences below.

1. *In the past, women were supposed to be the inferior housewives, provide babies for their solider husbands, and yet still keep up their beauty.*
2. *Now imagine someone telling you that you cannot do the things that you want to do just because you are a woman.*
3. *The next day, a man goes to the dealership and he looks at the exact same car that the woman had looked at the day before.*
4. *If the people of our society were standing right in front of you right now trying to tell you why you just are not good enough because you are a woman, would you sit there, or stand up and show them what you can do?*
5. *You should do what you love and what your heart desires for you and nobody else but you.*
6. *In the not so long ago past, it was unreal for women to attend college.*
7. *The men are the ones who go out and make the money while working long and somewhat tiring hours.*
8. *Are we going to be okay with half of the male population possibly staying home all day raising the children, and shopping for things while the women work?*
9. *It also looks as if women have done a pretty good job of continuing with those jobs as even after the war was finished.*
10. *The women are the small ones in the company who help along the men's so-called great and wonderful ideas, when really they need that secretary or assistant to show them really how to do their job.*

6. Use an appropriate and interesting title. A good title clearly conveys the paper's main message. An excellent title is also creative, perhaps even provocative. Of those listed below, which title is the best for the assigned topic?

Should Women Work to be Equal to Men?

Striving for Equality

The Roles in Which Women Play

Women and Equality

Women and Equality

Women and Society

Women's Equality

Women: Fight for Equality or keep the "Traditional" Role?

Women's Fight for Equality

Women Pushing for Equality

7. Develop a balanced thesis in terms of content, weight, and wording. Prioritize the branches/prongs of your thesis; put them in an order that will facilitate a logical flow in the development of your paper. Revise the theses below.

1. *Women should work towards being equal to men because to correct social injustices from the past, women have the same ability to be successful in the work field, and women can have a better reputation in today's society.*
2. *In today's world, women should continue to strive for the equality that they have been searching for because it helps to provide an economic stability for families, women are needed in the work force, and to receive a kind of self-fulfillment.*
3. *During this period in history, where a woman's roles are almost equal to a man's, women should not continue forward to make them equal for it would create less disagreements or envy, competitiveness, and allow the woman to be a good mother and housewife.*
4. *Women should continue this fight for equality because they have all the same rights as men, because the lack of gender specific jobs, and for self-respect.*
5. *Women should do whatever their goals inquire for themselves and for nobody else, they should show no boundaries in their capabilities, and should set positive examples on how to go about equality.*
6. *One should continue pressing on because women are important, strong, and hard workers.*
7. *Women should work toward equality with men because of their skills, thoughts, and power.*
8. *Women should continue to pursue equality because they are needed in the work force, the cost of living is so high, and for their self-fulfillment.*
9. *Women should fight for their equality with men because our country would be in shambles, there is nothing that one gender is capable of that the other is not, and if women give up the fight, everything that has been changed for women today will be put to waste.*
10. *Women should stay at home instead of compete with men for many reasons. They need help their kids grow, comfort their husbands, and focus on housework.*