**Wilson’s Manual of Style**

~January 10, 2020~

Please use this manual of style for all work prepared for this class.

1. ***Paper Formatting***

 a. 12 point font

 b. One inch margins on each side and at the top and bottom of the page

 c. Double space

 d. Justify your text (here is a [YouTube](https://www.youtube.com/watch?v=5CUF3bgazCE) video that explains how to justify your text.)

 e. Your name, date, and assignment name should appear in the upper right hand corner of the first page only

 f. Indent the first sentence of each paragraph. Do not include an extra spacing between paragraphs

 g. Page numbers at the bottom center of each page

 h. Respect the required page length of the assignment.

 i. Prepare your paper as a Word document (a .doc or .docx extension).

2. ***Quotations***

Quote sparingly. However, if you quote more than three or four lines of text in your paper, use a block quote. To create a block quote:

 a. Indent the entire quotation one tab (the same as a standard paragraph) on both the left and right margin.

 b. Single space the quoted material.

 c. Insert a blank line before and after the block quotation to separate it from the rest of the text.

 d. Do not use quotation marks.

 e. Be sure to provide the citation at the end of the block quote.

3. ***Citations***

You must cite everything you quote and paraphrase. Citations give credibility to your claims and honors the source of your information. Cites also facilitate further research.

 You will use footnotes and the Chicago Manual of Style to cite your work. We will discuss this in class. You will also find a citation guide on the library’s webpages. Your work also requires a bibliography.

4. ***Guidance for writing your essay***

Your essay must be argument driven. Your argument is simply your position on the topic. I typically expect to see your argument in the first paragraph of your essay. You may even be so bold as to clearly say: “This essay will argue….”

You must support your argument will evidence from the text. You do this by providing a citation in your essay that directs your reader to the text where the supporting material can be found.

There is a good resource for writing essays at the Purdue University Online Writing Lab; here is the link: <http://owl.english.purdue.edu/owl/resource/737/1/>. They suggest that a well written essay is…

***Well Focused:*** *Be sure to answer the question completely, that is, answer all parts of the question. Avoid "padding." A lot of rambling and ranting is a sure sign that the writer doesn't really know what the right answer is and hopes that somehow, something in that overgrown jungle of words was the correct answer.*

***Well Organized:*** *Don't write in a haphazard "think-as-you-go" manner. Do some planning and be sure that what you write has a clearly marked introduction which both states the point(s) you are going to make and also, if possible, how you are going to proceed.*

***Well Supported:*** *Do not just assert something is true, prove it. What facts, figures, examples, tests, etc. prove your point? In many cases, the difference between an A and a B as a grade is due to the effective use of supporting evidence.*

***Well Packaged:*** *People who do not use conventions of language (grammar, “mechanics”) are thought of by their readers as less competent and less educated.*

This is very good advice; I commend the website to you for further information.

5. ***The Learning Center***

The Learning Center is an excellent resource and I urge you to take advantage of its services whether you consider yourself a strong writer or not. I never write anything important without someone else reviewing and critiquing it before I submit it.

 The Center can help you organize your thoughts, develop your argument, and with the actual writing process. It is not uncommon for students to visit the Center two or more times for the same assignment. However, you must go to the Center several days before the due date of your essay in order to take full advantage of this service. Further, you should plan to spend a minimum of 30 minutes each visit.

6. ***Professional Attire***

 You should strongly consider obtaining professional clothing. If you have not already, you will soon be interviewing for internships or jobs, you will make presentations in class, and\or invited to events where you will need to dress appropriately.

Men

 a. A suit (jacket and pants are the same color and material and are sold as a set). Please note however, on a college campus, a sport coat and coordinated slacks is appropriate. A blue blazer with either kaki or grey slacks is the best option.

 b. A belt, either black or brown depending on the color of your suit.

 c. Pressed\ironed collared shirt (either white or blue) with a plain tie or bowtie (solid, stripe, or simple pattern). If you are wearing a tie, the bottom of the tie should just barely cover the bottom of the belt buckle.

 d. Blue or black dress shoes, the same color as your belt. Be sure they are polished. Dark dress socks, calf length.

 e. No cologne or piercings.

 f. Be sure you are otherwise well groomed: hair, beard, fingernails.

Women

 a. Skirt suit or pant suit in black, dark gray, navy, or brown. Skirt suits are recommended. Skirts should be a little below the knee and never shorter than above the knew.

 b. Pressed collared, button down shirt.

 c. Nude (skin tone) or dark colored panty hose (optional)

 d. Closed toe dress shoe (pumps, flats, heels no higher than 2.5 inches).

 e. Daytime, conservative makeup. Pale fingernail polish. No perfume or body sprays. Keep hair and jewelry simple. Remove piercings.

7. ***Honor Pledge***

 For each assignment, you will be asked to sign on Honor Pledge affirming you have neither given nor received any unauthorized assistance. The Honor Pledge reads as follows:

*I pledge on my personal honor that*

*I have neither given nor received unauthorized assistance on this assignment.*

 For each assignment, type the pledge at the end of your work and either sign or type your name signifying that you have adhered to the honor code found in the syllabus.

 If you are unable to sign the Honor Pledge or signed the Honor Pledge inappropriately because you have in fact gave or received unauthorized assistance on the assignment, you are honor bound to discuss the issue with your professor within 24 hours of the due date of the assignment.

 Should you have any questions concerning these issues, please discuss them with your professor.