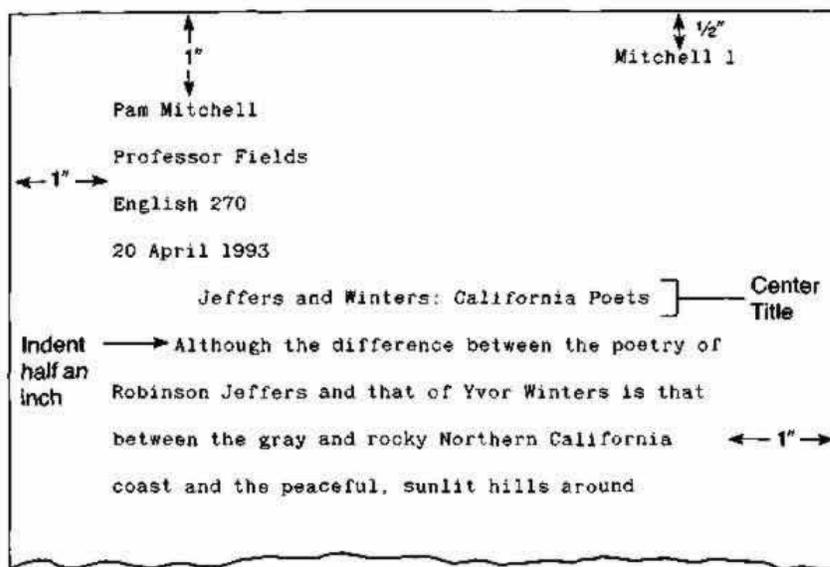


In an effort to provide you with a clear set of expectations for your assignments, we have developed this writing guide. Please follow these simple rules when writing your assignments:

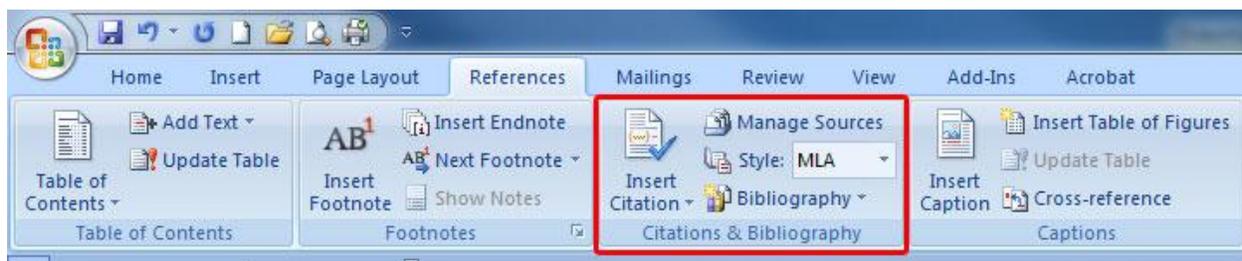
1. Use an established format style of your choice (MLA, APA, Chicago, etc.)

Here's an example of the very user-friendly MLA style citation format. Whichever style you choose, make sure that



your margins are 1", you have typed your name, the assignment title, and the word count at the top of your first page. Please use paragraph breaks where appropriate.

If you want to use another type of style, that's fine, just be consistent. If you use APA headings, use APA citation guidelines. If you use the MLA-style heading, use the MLA citation guidelines.



The red box in the image above indicates the Citations & Bibliography section under References in Word 2007. Using this tool you can begin by clicking on manage sources to enter all of the

information needed from your book, article, or website reference. You may select the citation style and then as you are writing your paper, use the Insert Citation button and the program will place a properly cited reference following the quoted material. This is a very useful tool and we encourage you to explore it further as it will be a great asset for all of your assignments in this class and others going forward. If you do not use Microsoft Word there are other programs out there which will do a similar function in conjunction with your word processing software.

2. Use any readable 12pt font

This way bogus font is called Times New Rome, err... Roman; here is something written in zzzzz... Calibri(Body); this is Chad's second favorite: Candara (pretty classy, huh?). All of the assignments use a word count instead of a page count so differences in font do not matter as long as they are legible.

3. Double-space your work (use 2.0).

This word document has been written in 2.0 spacing so please do the same because it makes reading and grading your assignments easier.

4. When answering questions, please boldface the questions, and then put your answer below.

This makes it easy to grade, and helps you to make sure that you've answered all of the questions. You can add a number if that helps. If you have to write it in an essay form first, that's fine, just break it into this format before submitting.

Example: **1. Tell us about your neighborhood growing up. Was it sustainable?**

I grew up in Whittier, California, which is a suburb of Los Angeles. It was not very dense or sustainable because...

5. When submitting a file to Blackboard, make sure that your name is somewhere in the actual filename.

You will find this helpful for your own records to put the name of the class and the assignment in there as well. As you go through school, you will take many classes and write many assignments. Don't let all that hard work go to waste! If it is organized well, you will be able to refer to your efforts later. **We will only accept documents as .doc or .docx**

Example #1: cfrederickPUP190_1.docx, *Example #2:* Zankassignment4.doc, *Example #3:*

dpijawka_8suscities.docx

6. When you answer a question, display some knowledge about the concepts discussed in class or in the readings.

Refer to content from the textbooks and the lecture notes. In addition to text you can use metaphors, examples, and illustrations. There is a positive correlation between higher grades and the sophistication of your answer when you fully articulate the concept while making connections.

7. When in doubt, cite the source.

In order to avoid plagiarism*, “you should use evidence (citations) any time you make a claim that is not based on a well-known fact or common knowledge.

- You make a claim that could be challenged.
- You quote somebody.
- You make a specific claim that is not common knowledge.
- You paraphrase information from a source (give the meaning but change the wording).

- Offer an authoritative (expert) opinion.
- You got an idea from somebody else, even through email or conversation.”

Since I retrieved this verbatim (cut and paste, actually from About.com), I am going to put this entire section in quotes and then cite it at the end, like this: (Fleming) However, just putting (Fleming) at the end of the quote is not enough. That is not a complete citation. Additionally, at the end of my work, I need to list my citations using the style that I am submitting the paper in. If I am using MLA, I would put this in my list of citations:**

1) Fleming, Grace. "When to Cite a Source." About.com. Jan 5, 2011

< <http://homeworktips.about.com/od/researchandreference/qt/whentocite.htm>>.

***Refer to item 1. on this guide for tips on citing your sources.*

**Please refer to the ASU guidelines on citing at libguides.asu.edu/citing for further information on citing and for academic integrity see <http://provost.asu.edu/academicintegrity>*

Use "quotations" around any text that you are extracting from your references.

8. Fully answered questions receive better scores

Answers that are given in only one sentence have most likely not gone into very much detail and may be subject to a lower grade. We are looking for you to fully answer the questions and when appropriate make connections, references, or debate. Each assignment has many questions to answer so there should be no need to fluff the answers. Many students responded that they needed more space so be concise and clear but complete.

9. Check Spelling and Grammar

It is always a good idea to read through your assignment or have someone else do it before you upload it to Blackboard. Please be aware that spell check may not catch

grammatical errors. For example, "Telephone Poll" is not the same as "Telephone Pole" and "Violet Thunderstorms" may be nice to see but you really meant "Violent Thunderstorms".

Here is a generic checklist for the assignment expectations:

- | | |
|--|---|
| <input type="checkbox"/> Did I use an established format? | <input type="checkbox"/> Is it in 12pt. font size? |
| <input type="checkbox"/> Is my name and word count at the top of the first page? | <input type="checkbox"/> Is it double-spaced? |
| <input type="checkbox"/> Is the paper within the word count? | <input type="checkbox"/> Is my last name in the filename? |
| <input type="checkbox"/> Did I follow the assignment instructions? | <input type="checkbox"/> Did I separate all of the questions? |
| <input type="checkbox"/> Is the font easy to read? | <input type="checkbox"/> Did I answer the questions completely? |
| | <input type="checkbox"/> Did I properly cite and reference? |
| | <input type="checkbox"/> Have I checked spelling and grammar? |