This is help guidelines as well from proff

1. Once you have gathered your sources (at least eight, including one book and two from the online periodical databases, and two primary sources) and you've completed your outline, you're ready to start writing. As you work, your outline and sources may change, and that's alright. Just update your outline when you are done.

2. Signal Phrases: Whenever you introduce a source for the first time, it's best to "signal" to the reader something about the source to establish its importance. Where is the source from? Is the person you're quoting an expert? Use "signal phrases" to alert the reader to the relative value of each source. Here is a [list (Links to an external site.)Links to an external site.](http://web.plattsburgh.edu/files/2/files/Signal%20Phrases.pdf) of signal phrases and verbs to help introduce sources. For example:

**Michael Broek, a professor of English at Brookdale Community College, argues, ".....**

**or David Brooks, a columnist for The New York Times, suggests, "....**

**or Statistics from the United States Department of Justice show that ...**

**or An editorial in the New England Journal of Medicine states, "....**

You get the point. You are "signalling" to the reader that your sources are credible and worth paying attention to.

Use the full name of an author on the first reference. Afterwards, use just the author's last name.

3. Quoting/Paraphrasing/Summarizing:

When you **quote**, you are copying the exact language as it appears in your research. Why do this? When you are citing a person, such as an expert (an academic, a scientist) or someone well regarded (the leader of an organization), or a publication that is highly respected (such as the New England Journal of Medicine), then using direct quotes can enhance the credibility of your argument. Quotes may be as short as two words. Long quotes (more than four lines) should be avoided, except where the quote is crucial. In MLA style, such long quotes are block quoted, i.e. they are indented as a block of text on their own.

Use an ellipsis [...] when you delete unnecessary information from the middle of a quote.

To insert a word into a quote, place the insertion in a [bracket],

For a good online resource to quoting, [click here. (Links to an external site.)Links to an external site.](https://owl.english.purdue.edu/owl/resource/747/03/)

Most sources you can **paraphrase** or **summarize**. When you paraphrase, you are simply putting the research into your own words. When you summarize, you are simply condensing a large amount of material into a short space, again in your own words. Paraphrasing and summarizing indicate that you have synthesized the research material into your argument. Most of your research material will be paraphrased and summarized.

**Whether you quote, paraphrase, or summarize, you must indicate where your information is coming from by using either a signal phrase (see above) or an in-text parenthetical citation. Failure to do so constitutes plagiarism!**

4. Formatting: Your paper should be between 8 and 10 pages long, not including the outline, title page, or Works Cited. Use 12 point Times New Roman as your font, with one-inch margins and a header on the top right-hand corner of each page with your last name and the page number. Begin numbers with the first page of your actual paper (not the outline). Article titles are placed in "quotes." Publication titles are placed in italics.

5. Tone and Language: This is a formal argument, so you are writing in third person and using an elevated level of diction. You may only use first-person if you have personal, specific experience of the topic. Use transition phrases to draw the reader logically through your argument. Here is a [list (Links to an external site.)Links to an external site.](http://writing.wisc.edu/Handbook/Transitions.html) of transition phrases.

6: Your Outline: Use it as your guide. If you get stuck, go back and look at your outline. Maybe you need to add a section or move a section around. The process is trial and error.