

GRADING GUIDE

I follow College policy for the definition of, and response to plagiarism. Please refer to the terms of the pledge you signed upon arriving at Middlebury College. If you are still confused, please see me or go to the CTLR for clarification.

I grade in the following way:

A = superb writing, strong and effective organization, original analysis, and evidence of creative research (going beyond the obvious expected for the assignment). Paper must detail most of this in your own words. Must be a relevant thesis, which you clearly argue for. Thesis should be a clear statement, which provides the main focus of your paper, and it must be supported by your evidence and followed through in your conclusion. Thorough and proper use of sources, proper citations. Neatly and correctly presented paper, no typographical errors.

A- = excellent writing, good organization, good evidence of analysis and research above and beyond obvious expected for assignment. Same requirements regarding your own words and the thesis but thesis not as strong or compelling. Proper use of sources, proper citations. Neatly and correctly presented paper, no typographical errors.

B+ = solid writing, thorough job with assignment, relatively good organization and coverage of basics. Same requirements regarding your own words and the thesis but thesis and/or analysis does not go much beyond obvious. Neatly and correctly presented paper. Good use of sources, proper citations, few typographical errors.

B = good writing, good organization, basic fulfillment of assignment in your own words. Same requirements regarding the thesis but thesis is unoriginal and unconvincing. Very basic use of sources, basic citations. Adequately presented paper, some typographical errors.

B- and below = problems with writing, organization, inadequate level of research. Poorly defined thesis, overuse of quotations and paraphrases. Poorly utilized sources, improper use of citations, inadequately presented paper.

PAPER FORMAT STYLE GUIDE

1. Option #1: provide a title page with your name, title, date, and honor code OR option #2: put your name, title of paper, and date on your first page. If you choose option #2, sign the honor code on the LAST page of your paper.
2. Include page numbers. If you use a separate title page (Option #1), start numbering on the first page of your paper. If you put the title, etc. on your first page (Option #2), do not number the first page.
3. Use 1" margins all around, a regular 12-point font, and a smaller font for footnotes (you can select Chicago format footnotes in Word Document Elements). Read the Chicago Manual of Style citation guidelines carefully; pay attention to the guidelines—be consistent.

FOOTNOTE AND BIBLIOGRAPHY CITATION GUIDE

When to use footnotes: Footnote citations should be used for direct quotations that are not your own, paraphrases (close rewordings) from other scholars, factual information that is not so well-known, hypotheses, and ideas that are not your own.

Footnotes can also be used to provide more information to your reader. For example, if there is information you would like to include that is tangential to your main topic, it should be placed in a footnote (preferably at the bottom of the page if short; at the end of the document is better if it is long). Additional supporting information for an argument that does not “fit” the main lines of your paper also belongs in a footnote. Controversies about your topic can also be placed in a footnote, and finally, a footnote can be used to advise your reader where to find more information about a given topic.

Format. Paper style, bibliographies and footnotes should follow the *Chicago Manual of Style* format.

For guidelines, see http://www.chicagomanualofstyle.org/tools_citationguide.html
I prefer single-spaced bibliographic entries separated by double-spacing; footnotes in sequential numerical order.

THINGS TO DO AND NOT TO DO ON YOUR PAPERS

1. *Italicize* titles of books and works of art. Do not put the titles in quotation marks. Italicize foreign terminology.
2. Avoid using contractions in a formal paper. It lends a conversational note that is inappropriate.
3. Avoid the use of the personal pronoun as much as possible in a formal paper. “I” and “my” can be used, but sparingly, for emphasis (as in “as my analysis will demonstrate, the date of this work is too early”).
4. **PROOFREAD** your papers to avoid careless spelling mistakes. Always, always use a spell-checker. But don’t let it substitute for a careful rereading before submission.
5. Use “ marks for quotations. A single mark, ‘, is used for a quotation within a quotation.
6. A dash is marked by an elongated (—) or a double (--) hyphen, not by a hyphen (-).
7. “It’s” is a contraction for “it is.” “Its” is the possessive. *If you graduate from Middlebury College still making this mistake, you and your parents have wasted their money.*
8. Avoid colloquial phrases such as “jumped out,” “blatantly,” “awesome.” Similarly, be careful about the proper uses of “simple” and “simplistic.”
9. Please do not refer to works of art as “pieces of art.” (personal peeve)
10. Challenge yourself! Expand your working vocabulary with frequent reference to such manuals as *Roget’s international Thesaurus* and *Sisson’s Synonyms*.
11. Always remember that you are writing for an assumed audience. Your paper should thus be Everyreader-oriented; and not directed to me as the professor.