

Required Format for Written Assignments

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Required Format for Written Assignments

All papers submitted in City Vision College courses must follow this basic layout:

1. All written assignments must have a cover page with the student's name, e-mail address, course name, course week and assignment name.
2. They must be typed documents – double-spaced, with a font size of no larger than 12 pt.
3. Each assignment must be submitted as a single document file.
4. Margins are to be set at 1" on all sides.
5. Include a table of contents if the paper is over ten pages long.
6. All pages must be numbered consecutively.
7. If used, Appendices, Works Cited, and Selected Bibliography pages should also be formatted and numbered as a continuation of your text.
8. Indent the first word of each paragraph a half-inch (five or six spaces; be consistent).
9. Use italics or underline titles of books, magazines, newspapers, and shorter works published independently.
10. Use quotation marks ("...") for titles of short stories, poems, and magazine or newspaper articles.
11. Proofread for errors.
12. Write in an essay form.
13. Where research is involved, carefully cite and document your sources.
14. Check your spelling and use of proper English.

Avoiding Plagiarism:

Plagiarism is academic cheating or using someone's words or ideas without giving proper credit - or without giving any credit at all - to the writer of the original. Whether plagiarism is intentional or unintentional, it is a serious offense that you can avoid by citing or documenting your sources. A plagiarized paper will receive a failing grade; flagrant cheating, in more than one paper, will result in failing the course.

Please follow the structure suggested below.

Part I - Author - Biographical Information (2-3 pages)

Write a narrative biography (in paragraph style) and include dates and places of birth and death; family background, education, professions other than writing, if any, discernible literary influences of others on your author's style and content, influence of your author on others, and this author's contributions to American literature. Also include a list of the author's works and awards/citations.

Part II - Book Report (2-3 pages)

Depending on the genre of your selection, provide relevant information on the various elements

of poetry, fiction, and drama. For non-fiction prose works, such as essays, literary criticism, autobiography, religious writing, and so on, write a summary of the main ideas or themes. Also comment on style, diction, use of literary devices, and the author's achievements in this style of writing.

Part III - Critical Evaluation (3-4 pages)

A. Your evaluation of the work. Be candid in expressing your reactions to the work. Did you like it or not? Support your arguments with specific references to the work.

B. Scholarly evaluation, also called Literary Criticism: Read two scholarly magazine articles or two essays in a book of essays (avoid contemporary book reviews) discussing the work and write a summary of the main arguments of the scholars. Can you identify the prominent critical issues or arguments concerning the work? Is there a controversy about the work's greatness? Conclude with a short paragraph containing your reaction to the views of these literary critics.

Part IV - Create 1. a Work Cited list, 2. a Selected Bibliography list, and 3. an Internet Presence list

1. Work Cited - list all works cited in your report.
2. Selected Bibliography (about a dozen items of the most recent work): A selected bibliography is a list which includes all the items in your Works Cited and other sources related to your author and the work. These could be biographical studies, book-length critical works, and scholarly articles.
3. Internet Presence (about a half-dozen important ones): Make a list of web sites or pages related to your author. Provide the site/page name, the address (also called the URL and begins as <http://www. ...>), and the page date or the date of your login.

Note - Each item should have complete information - name of author, title, place and date of publication, etc. Before you begin, discuss this project and your selection of author/work with your instructor.

Proposal for a Critical Book Report - Students interested in this project should present a proposal and receive the instructor's approval before writing the report. Format for the proposal (please type):

1. Name of Author and Title of the Book
2. Tentative bibliography of biographical works available to you (3-4 items).
3. Tentative bibliography of critical books and articles (5-6 items).

The approved proposal becomes part of the final paper. A report without the approved proposal will not be read.

A Critical or Research Paper - A Guide: (suggested lengths - short: 5-7; medium: 10-15; long 20+ pages)

A. critical paper assumes a "problem" and suggests a "solution". It is usually a discussion and elaboration of a single theme or a controlling idea, supported by a close reading of the texts; the paper is developed with numerous and repeated references to the primary texts in support of your arguments. It requires library research and the inclusion of relevant scholarly commentary. A critical paper could be a study of a single work or a comparative study of two or more, or it could be a study of one author or a comparative study of two or more, or it could develop and discuss a single idea or theme through a discussion of selected works.

Proposal for a Critical Paper - Students interested in this project should present a proposal and receive the instructor's approval before writing the critical paper. Format for the proposal (please type):

1. Title of the proposed paper - including a subtitle which narrows the focus of the title and refers to specific works that will be discussed.
2. Thesis statement or statement of purpose - defines and limits the scope of your discussion.
3. Tentative outline - identify application of your thesis to characters, or situations, or conflicts in the works under discussion.
4. Tentative bibliography of critical books and articles (6-12 items). The approved proposal becomes part of the final paper. A paper without the approved proposal will not be read.

Guidelines for the Literary Biography Project (suggested length approx. 5 pages)

Note: Biographies are written in two styles:

1. The chronology, also known as timeline, has a number of rows/lines and they begin with a year or years followed by brief biographical highlights in phrases or incomplete sentences.
2. The narrative style is written in a number of paragraphs or in the essay form.

Your Literary Biography project should be in the narrative style and in the MLA Style (use the three methods of citing sources). Write a literary biography based on library research; use a minimum of two different sources to construct the biography; check the CSUS or area libraries for books on your author and the multi-volume *Dictionary of Literary Biography*

Avoid using online or internet sources or encyclopedias (like *Encarta*). The Literary Biography should be posted on the web before your author comes up for class discussion; there will be a 10-point deduction if your author biography does not get on the www.

1. For posting on the www: compose the biography in Microsoft word and include items #A, B, C, D, and E. below; at least two academic days before your author is scheduled for class discussion, send the bio as an email attachment or give it to me on a disk or on a cd.
2. Grade for the Bio Project: to receive a grade, you should hand in the printed biography within one week after your author has been discussed in class. Ten points will be deducted for missing the deadline; projects, later than two weeks, will not be accepted.

A. Literary Biography - try to include

1. The important biographical events in narrative or essay form (if you wish, you may also include a separate chronology or timeline).
2. The role and contribution of your author - major themes; reasons for current popularity.
3. The critical/theoretical treatment of your writer in the academic scholarly press, particularly during the last ten years.
4. Is your author in a state of excavation and recovery by contemporary critics and why?
5. How has your author been assessed in relation to her/his peers?
6. What is the place of your author in relation to literary tradition (that is, autobiographical underpinnings, traditionalist, alienated, feminist, protest and reaction, assimilationist, nationalist, expatriate)?
7. What critical/theoretical perspective does your author offer upon her/his era?
8. How might your writer reject easy classification?
9. Awards - if your author has received awards, citations, honorary degrees, etc. mention them
10. If you wish to include a portrait or photo of your author (scanned or downloaded from a www site), provide complete source citation for it.

B. Primary Works: make a list of your author's writings: title and publication date, arranged chronologically; avoid listing individual poems and short story titles (cite the source of this information).

C. Works Cited: list all primary and secondary sources cited in your report; clearly identify, through parenthetical citations, all the sources of your biographical narrative - your work will not be posted on the www without this item. For guidelines on citation or documentation and quoting sources go to the MLA Style page; try to use all the three types of citing or quoting sources.

D. Internet Presence: Do an internet search of your author. What is your author's internet presence? Does he/she have a home page, a chat group, and an e-zine? Make a list of a minimum of half-dozen of your author-related sites (provide site names, their URLs, site dates or dates of your login).

E. Selected Bibliography: Do a MLA Bibliography database search and list a dozen of the most recent works on your author.

Citing Online Sources

Provide author's last and first names (if available), title of the web page, title of the online book (if applicable), the address of the page beginning with http, and page date (if available) or date of your access or login)

MLA Style Citation of this Web Page

Reuben, Paul P. "Appendix I: The Modern Language Association (MLA) Style." *PAL: Perspectives in American Literature- A Research and Reference Guide*.

URL:<http://www.csustan.edu/english/reuben/pal/append/axi.html> (provide page date or the date of your login).

Guidelines for Writing a Paper (in the MLA style)

There are three major features of the Modern Language Association (MLA) style of formatting papers: Works Cited at the end of the paper; material borrowed from another source is cited or documented within the text by a brief parenthetical reference that directs readers to the full citation in the list of works cited; footnotes or endnotes to document two types of supplementary information:

1. commentary or explanation that the text cannot accommodate and
2. bibliographical notes containing several source citations (for formatting details on document notes, consult *The MLA Handbook*, Appendix B).

Papers should be typed double-spaced, single sided, with margins of 1" on top and bottom and 1" on right and left. Indent beginning of a paragraph a half-inch (5 spaces) from the left margin. Page numbers should appear centered at the bottom of the page or to the right in the top margin; the first page is either not numbered or, if numbered, the number should appear centered in the bottom margin. Paginate the Endnotes (if any) and Works Cited sections as a continuation of your text. Make a title or cover sheet (this is my preference) with the following information (centered and with a minimum of double-spacing): title of your paper, your name, course number and title, semester and year, and the name of the course instructor. Use italics or underline titles of books, magazines, newspapers, and shorter works published independently. Use quotation marks (" ") for titles of short stories, poems, magazine and newspaper articles.

Works Cited and Selected Bibliography (if required): Double-space between successive lines of an entry and between entries; begin the first line of an entry flush left, and indent successive lines half an inch. Always list entries in alphabetical order, and according to the last name of the author. If an author's name is unavailable, begin the entry alphabetically, with the title of the work.

Underline or use italics for titles of books (*The Scarlet Letter*), magazines (*Modern Drama*), newspapers (*New York Times*), long and independently published poems (Poe's *The Raven*), and ship-names (*Titanic*).

Use quotation marks for titles of short stories ("Young Goodman Brown"), poems ("The Road Not Taken"), magazine and newspaper articles, interviews, letters, and e-mail. Printing: Use a high-quality inkjet or laser printer, a standard typeface or font (size 12), and 8.5 by 11-inch paper; keep a copy of the paper on a disk or as a photocopy.

Examples

A Book by One Author

Clawson, Marion. *America's Land and Its Uses*. Baltimore: Johns Hopkins UP, 1972.

Two or More Books by the Same Author

Hirsch, E. D., Jr. *Cultural Literacy: What America Needs to Know*. Boston: Houghton, 1987.

---. *The Philosophy of Composition*. Chicago: U of Chicago P, 1977.

A Book by Two or Three Authors

Vare, Ethlie Ann, and Greg Ptacek. *Mothers of Invention: From the Bra to the Bomb: Forgotten Women and Their Unforgettable Ideas*. New York: Morrow, 1988.

Atwan, Robert, Donald McQuade, and John W. Wright. *Edsels, Luckies, and Frigidaires: Advertising the American Way*. New York: Dell, 1979.

A Book by Three or More Authors

Belenky, Mary Field, et al. *Women's Ways of Knowing: The Development of Self, Voice, and Mind*. New York: Basic, 1986.

A Book by a Corporate Author or Anonymous Author

The Boston Women's Health Book Collective. *Our Bodies, Ourselves: A Book by and for Women*. New York: Simon, 1973.

Literary Market Place: *The Directory of American Book Publishing*. 1985 ed. New York: Bowker, 1984.

A Book with an Editor

Hall, Donald, ed. *The Oxford Book of American Literary Anecdotes*. New York: Oxford UP, 1981.

A Book with an Author and an Editor

Toomer, Jean. *Cane*. Ed. Darwin T. Turner. New York: Norton, 1988.

An Anthology or Compilation

Valdez, Luis, and Stan Steiner, eds. *Aztlan: An Anthology of Mexican American Literature*. New York: Vintage-Knopf, 1972.

A Work in an Anthology

Thomas, Lewis. "A Long Line of Cells." *Inventing the Truth: The Art and Craft of Memoir*. Ed. William Zinsser. Boston: Houghton, 1987. 125-48.

An Introduction, Preface, Foreword, or Afterword

Bernstein, Carl. Afterword. *Poison Penmanship: The Gentle Art of Muckraking*. By Jessica Mitford. New York: Vintage-Random, 1979. 275-77.

A Multivolume Work

Blotner, Joseph. *Faulkner: A Biography*. 2 vols. New York: Random, 1974.

A Book Other Than the First

Chaucer, Geoffrey. *The Riverside Chaucer*. Ed. Larry D. Benson. 3rd ed. Boston: Houghton, 1987.

A Book in a Series

McClave, Heather, ed. *Women Writers of the Short Story*. Twentieth Century Views. Englewood Cliffs: Spectrum-Prentice, 1980.

Published Proceedings of a Conference

Griggs, John, ed. *AIDS: Public Policy Dimensions*. Proceedings of a conference. 16-17 Jan. 1986. New York: United Hospital Fund of New York, 1987.

A Translation

Giroud, Françoise. *Marie Curie: A Life*. Trans. Lydia Davis. New York: Holmes, 1986.

An Unpublished Dissertation

Boyle, Anthony T. "The Epistemological Evolution of Renaissance Utopian Literature, 1516-1657." Diss. New York U, 1983.

A Published Dissertation

Ames, Barbara. *Dreams and Painting: A Case Study of the Relationship between an Artist's Dreams and Painting*. Diss. U of Virginia, 1978. Ann Arbor: UMI, 1979. 7928021.

Sample Entries: Articles

(Note: To conserve space, sample entries here are single-spaced and second and

successive lines are unindented)

An Article in a Journal

Scotto, Peter. "Censorship, Reading, and Interpretation: A Case Study from the Soviet Union." *PMLA* 109 (1994): 61-70.

A Signed Article in a Reference Book

Tobias, Richard. "Thurber, James." *Encyclopedia Americana* . 1987 ed. 110-113.

An Unsigned Article in a Reference Book

"Tharp, Twyla." *Who's Who of American Women* . 15th ed. 1987-88: 23-25.

An Article from a Monthly or Bimonthly Periodical

Edsall, Thomas Byrne. "The Return of Inequality." *Atlantic* June 1988: 86-94.

An Article from a Weekly or Biweekly Periodical

McPhee, John. "The Control of Nature: Cooling the Lava - 1." *New Yorker* 22 Feb. 1988: 43-77.

A Signed Article from a Daily Newspaper

Darst, Guy. "Environmentalists Want Hotels, Concessions Removed from US Parks." *Boston Globe* 25 May 1988: 17.

An Unsigned Article from a Daily Newspaper

"Hospitals, Competing for Scarce Patients, Turn to Advertising." *New York Times* 20 Apr. 1986, sec. 1, 47.

An Editorial

"Young, Gifted, Black - and Inspired." Editorial. *Washington Post* 18 May 1988: 20.

A Review

Petersen, William. "Wanted: Democratic Babies." Rev. of *The Birth Dearth: What Happens When People in Free Countries Don't Have Enough Babies ?* by Ben J. Wattenberg. *American Scholar* 57 (1988): 312-14.

An Article Whose Title Contains a Quotation or Title within a Quotation

Hurley, C. Harold. "Cracking the Secret Code in Oates's 'Where Are You Going, Where Have You Been?'" *Studies in Short Fiction* 24 (1987): 62-66.

An Abstract from Dissertation Abstracts or Dissertation Abstracts International
Creek, Mardena Bridges. "Myth, Wound, Accommodation: American Literary Response to the War in Vietnam." *DAI* 43 (1982): 3593A. Ball SU.

Sample Entries: Other Sources

(Note: To conserve space, sample entries are single spaced and second and successive lines are unintended)

Lectures, Speeches, and Addresses

Cuomo, Mario. "Keynote Address." Opening Session. Democratic Natl. Convention. San Francisco, 16 July 1984.

Films; Radio, and Television Programs

The Last Emperor . Dir. Bernardo Bertolucci. With John Lone and Peter O'Toole. Columbia, 1987.

"If God Ever Listened: A Portrait of Alice Walker." *Horizons* . Prod. Jane Rosenthal. NPR. WBST, Muncie. 3 Mar. 1984.

"The Hero's Adventure." Moyers: Joseph Campbell and the Power of Myth . Prod. Catherine Tatge. PBS WNET, New York. 23 May 1988.

Interviews

Diamond, Carol. "Telephone Interview." 27 Dec. 1988.

Material Accessed from a Periodically Published Database on CD-ROM

Angier, Natalie. "Chemists Learn Why Vegetables Are Good for You." *New York Times* 13 Apr. 1993, late ed.: Cl. *New York Times Ondisc*. CD-ROM. UMI-Proquest. Oct. 1993. *Guidelines for Family Television Viewing* . Urbana: ERIC Clearinghouse on Elementary and Early Childhood Educ., 1990. ERIC CD-ROM. SilverPlatter. June 1993. "Time Warner, Inc.: Sales Summary, 1988-1992." *Disclosure/Worldscope*. CD-ROM. Oct. 1993.

"Bronte, Emily." *Discovering Authors* . Vers. 1.0. CD-ROM. Detroit: Gale, 1992.

A Publication on Diskette

"Ellison, Ralph." *Disclit: American Authors*. Diskette. Boston: Hall, 1991.

A Publication on Magnetic Tape

English Poetry Full-Text Database . Rel. 2. Magnetic tape. Cambridge, Eng.: Chadwyck, 1993.

A Work in More than One Publication Medium

Perseus 1.0: Interactive Sources and Studies on Ancient Greece. CD-ROM, videodisc. New Haven: Yale UP, 1992.

Citing Online Databases

Angier, Natalie. "Chemists Learn Why Vegetables Are Good for You." *New York Times* 13 Apr. 1993, late ed.: Cl. *New York Times Online* Online. Nexis. 10 Feb. 1994.. Alston, Robin. "The Battle of the Books." *Humanist* 7.0176 (10 Sept. 1993): 10 pp. Internet. 10 Oct. 1993. *Octavian*.. Ed. Frances McSparran. Early English Text Soc. 289. London: Oxford UP, 1986. Online. U of Virginia Lib. Internet. 6 Apr. 1994. Available FTP: etext.virginia.edu . Reuben, Paul P. "Chapter 9: Harlem Renaissance." *PAL: Perspectives on American Literature- A Research and Reference Guide*. URL: <http://www.csustan.edu/english/reuben/home.htm> (provide page date or date of your login).

Citing, Documenting, or Quoting Sources

- Rules: Cite the author's last name and the page number(s) of the source in
1. parentheses: (Postman 3-4).
Use the author's last name in your sentence, and place only the page
 2. number(s) of the source in parenthesis: (3-4). Note: MLA recommends placing the parenthetical reference at the end of the sentence but before the final period. The same rules apply for poems
 3. and articles.
 4. For quotations longer than three lines, use block quotes. To create block quotations, use twice the number of spaces you use to indent paragraphs (example: five spaces for paragraph indent, ten spaces to begin a block quote; if your block quote is a paragraph, begin the first line indented five spaces, or fifteen spaces from the left margin); indent from both left and right margins. Do not use quotation marks to begin or end a block quote (the quotation will be visibly obvious). Block quotes are typed double-spaced.

Examples:

- Work the quoted passage into the syntax of your sentence:
- Morrison points out that social context prevented the authors of slave narratives "from dwelling too long or too carefully on the more sordid details of their experience" (109).
- Introduce the quoted passage with a sentence and a colon.
- Commentators have tried to account for the decorum of most slave narratives by discussing social context: ". . . popular taste discouraged the writers from dwelling too long or too carefully on the more sordid details of their experience" (Morrison 109).

- Set off a quoted passage with an introductory sentence followed by a colon. This is for longer quotations (four or more lines of prose; three or more lines of poetry). Double-space the quotation, and indent it ten spaces from the left margin; do not enclose it within quotation marks; the final period goes two spaces before the parenthetical reference.
- Toni Morrison, in "The Site of Memory," explains how social context shaped slave narratives:
 - . . . no slave society in the history of the world wrote more--or more thoughtfully--about its own enslavement. The milieu, however, dictated the purpose and the style. The narratives are instructive, moral and obviously representative. Some of them are patterned after the sentimental novel that was in vogue at the time. But whatever the level of eloquence or the form, popular taste discouraged the writers from dwelling too long or too carefully on the more sordid details of their experience. (109)

Sources for this Article

Reuben, Paul P. "PAL: Appendix D : Writing Assignments." PAL: Perspectives in American Literature- A Research and Reference Guide. URL: <http://www.csustan.edu/english/reuben/pal/append/axd.html> (March 8, 2003)

Trimmer, Joseph F. A Guide to MLA Documentation. Palo Alto: Houghton, 1989. Heffernan, James, and John Lincoln. A Guide to the New MLA Style. NY: Norton, 1984. Gibaldi, Joseph. MLA Handbook for Writers of Research Papers. 4th ed. NY: MLA, 1995.)