

Some Writing Guidelines  
Order and Chaos, Spring 2009

1. Base your writing on the TEXT. Focus on what is in the materials that you are reading. Analyze the various authors' points, synthesize statements in the texts, and show that you are thinking critically about the text. Any outside references or personal commentaries should support the text.
2. Focus on the TOPIC given. We require that you write the given topic (single spaced) at the top of your paper to keep you focused on the assignment.
3. OUTLINE YOUR IDEAS before you attempt a first draft. Be sure that the main points of your draft have SPECIFIC textual support that you will cite in the final draft of the paper.
4. Use SIMPLE words and sentences to express complicated ideas. Academic, "high-brow" writing obstructs communication and makes detailed (and good!) evaluations more difficult.
5. As a rule, use an ACTIVE, POSITIVE voice. Some contrasting examples:  

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| Order and Chaos will always be in my memory. | I will always remember Order and Chaos. |
| We prefer that an active voice is used.      | Use an active voice.                    |
| Don't use a negative voice.                  | Use a positive voice.                   |
6. We do NOT need SUMMARIES of the texts. We have read the texts – *analyze*, don't summarize. Use more, short citations rather than few, long citations. If your citation is more than one line, it should be indented and single-spaced.
7. DRAFT and EDIT. The essays that you turn in should be second or third drafts. Use an outline to organize your writing.
8. Use PEER REVIEW or the WRITING CENTER.
9. You will see notes on your papers. However, it is not the job of the faculty to revise your writing. We try to give you guidance and it is imperative that you incorporate faculty feedback in subsequent writing assignments. Typically this feedback relates to clarity and organization, relevance to topic, proofreading, depth of analysis (not summary). If your work needs revision (based on verbal or written faculty feedback), you must visit your seminar leader during the quarter to discuss notes on your essays or seminar tickets.

## EXPECTATIONS of an Evergreen Graduate

Everything we do is designed to foster collaborative learning among students, among faculty and between students and faculty. Our faculty is dedicated to teaching, to helping students learn to think critically, solve real-life problems and make the connections that lead to greater understanding.

- Articulate and assume responsibility for your own work.
- Participate collaboratively and responsibly in our diverse society.
- Communicate creatively and effectively.
- Demonstrate integrative, independent, critical thinking.
- Apply qualitative, quantitative and creative modes of inquiry appropriately to practical and theoretical problems across disciplines.
- As a culmination of your education, demonstrate depth, breadth and synthesis of learning and the ability to reflect on the personal and social significance of that learning.

## PLAGIARISM

Although plagiarism is relatively rare at Evergreen, it does occur. Plagiarism represents a serious breach in community expectations at Evergreen and within the scholarly community at large.

Plagiarism is a form of intellectual theft in which one person presents the ideas or work of another person without acknowledging that fact, thus wrongfully implying that the work is their own. Note that there is nothing wrong with using or presenting the work of others; indeed scholarly progress would be impossible without it. It's important to acknowledge the debt however, specifically what is being borrowed and whom it is being borrowed from.

Plagiarism occurs when deception is intentional or when proper scholarly procedures are not followed.

Proper scholarly procedures require that all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas must be identified and be attributed to that source.

Plagiarism charges can be brought against you for the following offenses:

- Copying, quoting, paraphrasing, or summarizing from any source without adequate documentation
- Purchasing a pre-written paper
- Letting or paying someone else to write a paper for you
- Submitting as your own someone else's unpublished work, either with or without permission