**Important Due Dates:**

**Thesis**:  Friday, January 19  **Outline:**  Friday, February 2

**CATUMS:**  Wednesday, January 24 **Rough draft:** Wednesday, February 7

**Final Draft:** Tuesday, February 13

**Research Paper Instructions**

**DRAFTING YOUR PAPER**

* Draft your paper from your outline. While you can copy and paste the information from your outline into your paper, make sure that your information is in complete sentences (no run-ons/fragments) and flows well.
  + [Transition words and phrases](https://owl.english.purdue.edu/owl/resource/574/02/) (Purdue OWL)
  + [Transition words and phrases](https://writing.wisc.edu/Handbook/Transitions.html) (University of Wisconsin-Madison)
* Do **NOT** use any 1st or 2nd person pronouns
  + First person: I, me, my, myself, we, our
  + Second person: you, your, yours
* **Permissible 3rd person pronouns: he, she, it, they, them, his, her, their, theirs**
* Do not use contractions in formal writing
  + wasn’t should be **was not**
  + aren’t should be **are not**
  + isn’t should be **is not**
* **Capitalization** [(9/11 style guide)](https://www.poynter.org/news/ap-publishes-sept-11-style-and-reference-guide)
* **Numbers** 
  + Use words for numbers one - nine
  + Use numerals for 10 and above, dates, times
* **Quote:** You must include 1 quote in your paper!
  + Quote must be 2 or less sentences
  + Quote must be:

**I**ntroduced (Who said it?)

**C**ited properly (From what source did you find the quote?)

**E**xplained (What can you infer about this quote? What is your opinion about this quote?

**TYPING YOUR PAPER**

* Margins should be 1” all the way around (This should be the default, so there is not need to mess with the margins.)
* Paper should be double-spaced: No extra spaces between paragraphs
* Font type: Times New Roman
* Size: 12 point
* **Do not type a title at the top of the first page.** A title page will already be included with your paper. (See instructions for typing the title page).
* Indent at the start of each new paragraph

**TYPING YOUR TITLE PAGE (See example on next page!)**

* This is the first page of your paper.
* Include the following on a title page:
  + Paper’s title in 24-36 point font
  + Picture
  + Your name: 18 point font
  + Due date: 18 point font
* Center this information both vertically and horizontally.
* The title should be first, then the picture, and finally the name and due date.