



Figure by MIT OCW.

GUIDELINES FOR PAPERS

1. All papers should be neatly typed, double-spaced, in an easily readable font. Be sure to include *your name and your TA's name* on your paper. *Please number your pages and include a word count at the end.* Papers should be turned in at the time and date indicated on the assignments section. **ALL PAPERS MUST BE SUBMITTED ELECTRONICALLY TO YOUR TA.** Your TA may also require you to turn in a hard copy.
2. Papers should be within the length guidelines specified. If you have more to say than you can fit within the page limits, pare down your discussion: make sure you have stayed on topic and focus your discussion on the most important points for your argument. However, note that because this is a HASS-D course, you must submit a total of **20 pages** during the term.
3. *Be sure you address the question asked.* All papers should be clearly organized around one or more *theses*, and should provide *arguments* for them.
4. If you wish to attribute a position to a philosopher we have discussed, be sure to check that the text supports your attribution. On controversial points you should cite textual evidence by page number. *Do not* quote or paraphrase. (On plagiarism, see over.)
6. You do *not* need to consult additional secondary sources. If you do, this *must* be acknowledged in the paper. If you relied on texts in your preparation which were not assigned in class, include reference to them in a bibliography at the end of the paper.
7. Papers are due at the date and time specified. After that time papers will be considered late and will be penalized. If you foresee special difficulties with the deadline, speak to your TA well in advance.
8. Read <http://www.jimpryor.net/teaching/guidelines/writing.html> beforehand. And do not hesitate to contact your TA, the writing tutor, or the instructor, for more advice.

PLAGIARISM: any form of academic dishonesty will not be tolerated in this course. If in doubt about what counts as plagiarism, or about how to reference a source, consult the instructor or your TA. Other forms of academic dishonesty include: cheating on exams, double submission of papers, aiding dishonesty, and falsification of records. If academic dishonesty is proven, *at the very least* you will fail the course and a letter will be sent to the Committee on Discipline documenting your dishonesty. If you are tempted to plagiarize because you are in crisis, it is *always* better to speak to your TA, the professor, your advisor, the academic deans, the counseling center, or another trusted authority on campus who can help you handle the crisis. The following (slightly modified) was distributed to HASS-D instructors by the HASS Committee for use in their classes (but remember that in this course your papers should *not* contain quotations):

STATEMENT REGARDING ACADEMIC MISCONDUCT

To put it bluntly, plagiarism is theft and fraud—it is the theft of someone else's ideas, words, approach, and phrasing; it's fraud because the writer is trying to profit (a grade) by claiming as his/her own someone else's work.

Because plagiarism can have severe disciplinary consequences, it is crucial to understand the concept. Just as scientists demand complete and accurate information about experiments so that they duplicate and check those experiments, so scholars and readers demand complete information so they can check your use of sources and accuracy in reporting what others said. In all academic writing, then, you must give complete citations (e.g., author, title, source, page) each time you use someone else's ideas, words, phrasing, or unusual information. An insidious form of plagiarism is the “patchwork paper”—some words and ideas taken from source A are stitched together with words and ideas from source B and source C and....

Your essays should be your own work, although you are encouraged to seek writing advice from the Writing and Communication Center (<http://web.mit.edu/writing/>). If there is any question about whether the student's paper is his or her own work, TAs have been directed to bring the paper straight to the instructor. Every effort will be made to determine whether the paper is plagiarized. This is an attempt to be fair to the other students in the course.

There are 4 guidelines for using sources in your essays:

- There is never a good reason to paraphrase a source—either summarize it in your own words or quote it exactly (citing the source in either case).
- When you quote, quote exactly, use quotation marks, and cite the source.
- When you use information that might not be considered common knowledge, cite the source.
- When in doubt about whether or not to give a citation, always give a citation.

Additional information: <<http://web.mit.edu/writing/Special/plagiarism.html>>.