Prepping the Final Draft

**Structure:**

* **Introduction** 25 - 50% of double spaced page
* **Body paragraphs** 50% - 75% of double spaced page (per BP)
	+ - **Anything longer than 75% probably means you are starting to discuss another topic, or you are repeating your previous points**
	+ Clear topic sentence (*what is the BP going to discuss*?)
	+ Correct signal phrase format for summarizing
	+ Proper citation
		- DO NOT leave citation as the last thing you do.
		- Ideally you should be doing citation as you go
	+ How long are your direct quotes? (More than two lines? Consider editing down)
		- Avoid long quotes (more than two lines)
		- Longer essay (over 6 pages) are permitted longer quotes; these are formatted different (“Block quote”)
	+ Interpretations: THREE (3) sentences, minimum.
	+ The next BP begins with an appropriate *Transition*
		- *DO NOT put transitions in the previous paragraph*
* Conclusion
* Works Cited page (on its own page)

 **Content:**
* **Introduction**
	+ Set up the topic (not the articles); *remember,* this essay is NOT about earthquakes, it is about the responsibilities of scientists in the 21st century, specifically with regards to communication with the public
	+ Present a thesis statement that directly responds to thesis question
	+ NOTE: Some writers like to include questions in the intro to draw the reader in. The rule of thumb is don’t ask more questions than you will answer in the essay. For an essay of this length, one question to open the essay will probably do the job
* Summary BPs (3)
	+ ½ of each BP is a main reading while the second half is a secondary reading.
	+ It’s okay if the first half of the BP is longer than the second half. You do NOT need to “balance” the two articles you are contextualizing
		- Balance IS important in a comparison/contrast style BP
		- The second reading should be thought of as a “supplemental” source; it supports or adds dimension
	+ Cite sources AFTER you use them but before you do your interpretation (you should have TWO citations per summary BP)
	+ Your BP should not end with a citation. It should end with the last interpretive sentence.
	+ TRANSITION ***inside***the BP between the two sources.
		- If adding to the discussion use something like “in addition,” or “additionally,” or “furthermore.” If contrasting use “however,” “but,” or “by contrast.” If you are updating the information from the first article, use a term like “more recently” or “recent developments” to bring the issue up to date
	+ A good transitional expression to start the next summary BP
		- BP 1 🡪 BP2 EASY; both about Earthquakes
		- BP 2 🡪 BP 3 ????
			* Focus on the OVERLAP between all three sub-topics
				+ Communication to the public by scientists
				+ Responsibilities of scientists
			* Why do this? Otherwise the three BPs could sound isolated or as separate mini-essays
* **Analysis BP**
	+ AVOID doing more summary
		- Go back and re-familiarize yourself with the content of your first three BPs (you summaries)
	+ Follow the example template I demonstrated (it’s in “Lecture notes” on Weebly)
	+ The analysis BP is ONLY about the part of the topic that overlaps with all three sub-topics (communication)
	+ You need to AFFIRM your thesis statement in this BP; you are essentially showing how your summaries lead to this opinion you have have about scientific responsibility. This affirmation can occur in the topic sentence or as the final sentence
		- IF YOU ARE STUCK: *AS A PRE-FINAL DRAFT, you can write questions to guide you in the BP, and then respond to those questions. Afterwards, delete the question*
			* What do I want to say about the overlap between the scientists in Italy and those in LA? Well, what I think I want to say about the overlap is that the L’Aquila scientists did a very poor job of communicating effectively with the public, whereas, scientists at Cal Tech have historically done and excellent job of keeping our mind on the constant threat of earthquakes and how to prepare for them.
	+ You are allowed to use additional sources in this BP but it is not required.
		- New info for THE ANALYSIS
* **Conclusion**
	+ Restate, don’t repeat, the major issue
	+ Restate, don’t repeat, your thesis statement
	+ Avoid any new topics
	+ Some writers like to end with a question to suggest that the conversation can be picked up later
	+ This needs to be the shortest paragraph in the essay 15% - 25% of the page
* **Works Cited page**
	+ It is its own page
	+ The page is titled 🡪 Works Cited
		- Not “Work”
		- Not “Works Cited page”
		- No special fonts; no bolding; no underline

**Formatting**

* + 12 point font (RULE: You will never do larger or smaller than 12 point)
	+ Acceptable font styles:
		- New Times Roman (newspaper font)
		- Arial / Helvetica
		- Calibri
			* In general, we want a font without flourishes or eccentric stylistics
			* Serif fonts “winged” letters
			* Sans-serif fonts = non-winged letters
		- AVOID: Courier (it is no longer considered professional)
	+ AVOID: **Bold.** Underline. *Italics* ( except in citation). The use of any colors other than black. This includes titles
		- NOTE: You individual instructor may ask you to make exceptions
			* For example, highlight in yellow your thesis statement; or put it in bold
			* Your instructor is the final arbiter
	+ Margins set to 1.0 on all sides. (NO MORE, NO LESS)
	+ Double spacing ONLY = 2.0 (NO MORE, NO LESS)
	+ Name and page number in upper right hand corner
	+ In works cited, DO NOT ALPHABETIZE by “The” “A” “An”, go with the NEXT word (*The Taming of the Shrew*) *Taming of the Shrew, The*