GUIDELINES FOR GRADUATE TERM PAPER

1. I must approve your paper topic. Select a topic and prepare an 100-200 word abstract describing the subject of your paper. Also include a bibliography with at least four citations (final paper should cite more than four sources). Paper proposal is due October 10th (can be submitted earlier). The paper can compare different time periods or regions in the Eastern Woodlands.

2. In the paper clearly state your objectives. What are you setting out to accomplish? Be specific. The paper should have an explicit introduction and conclusion/summary. The objectives should appear in the introduction along with a brief summary of what is to follow in the paper. The introduction need not be more than a paragraph or two.

3. Avoid direct quotations. You should rather paraphrase a source and provide an appropriate citation. Direct quotes are only useful when the exact wording of the author is critical to your argument or discussion, otherwise they are just an indication of laziness or incomplete understanding of the author.

4. When you summarize the ideas or data of others make certain that you give them credit by providing a citation in the text; e.g.: The Helton phase was recognized at the Koster site (Cook 1976). Or if you are summarizing an idea which is found on a specific page or pages in a larger work indicate the page number(s) (Cook 1976:314 or Cook 1976:228-230).

5. Use primary sources as much as possible. In some cases it may be permissible to use articles or books employed in class as sources for your paper, but in general I would not recommend it (show me that you have gone beyond what is contained in the reading lists).

6. Although not necessary, headings or subheadings are useful in “leading” the reader through the paper and indicate major shifts in discussion.

7. All references cited, and only those cited, in the text should be listed in a standard bibliographic format at the end of the paper. Use an archaeology journal style (e.g., American Antiquity), and most of all be consistent.

8. The paper should be typewritten or word processed on standard 8.5 x 11” paper, and double spaced with full justification and 1” margins all around. The paper should have a cover page with the paper title, your name, and the course name or number. The text of the paper should follow on the top of the next page. Number all pages consecutively (not by hand); first page of text is page 1. If you have included charts, figures, or tables, then reference them explicitly in the text (e.g.: Fig. 1). Place the same number on the figure or table and attach them after the references. Do not put the paper in a plastic binder or other covers. Staple the paper in the upper left hand corner.

9. Proof-read and correct your paper before submitting it. Although I will not explicitly mark grammar, spelling, etc., an impression of carelessness may lead to a lower grade.

10. The paper should be 10 double-spaced pages excluding cover page, references, figures or tables.

11. The paper is due December 12th. It is important that you follow the instructions as listed above!!!