

Political Science Research
Political Science 200
Summer 2008

Dr. Scott Cooper

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Office Hours: Mon 3-4, Tues 3-4, Wed 12-1, Thurs 9-10, or by appointment

If you can't come during my office hours, contact me to set up another time. Don't be afraid to come see me. My job is not to be distant and to try to fail you. My job is to explain things and help you understand. I like my job.

12:00-1:50 pm M/T/Th/F

231 MARB

Teaching Assistants (381 Kimball Tower):

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Daily 10-11

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Mon 11-12, Wed 1-2, Th 8-9

Prerequisites:

A willingness to work hard and pay attention to detail.

Course Goals:

Scholarly research is more than just finding ten sources and typing up a summary. Research is creative and adventurous—and therefore sometimes scary. Good research involves creating persuasive answers to interesting questions. The purpose of Poli Sci 200 is to teach you every stage of the political science research process: coming up with a good research question, setting up a research design, using the library, finding and analyzing data, writing up the results of your research, and citing sources correctly. For forty years this course has been built around the idea that research and writing skills need to be practiced over and over again to be learned—“learning by doing (and then doing again).” You will learn about research through lectures and labs but will learn how to research through frequent assignments in and out of class. As a result, this will be a very time-intensive class: in the summer term you should expect to spend 8 hours in class plus about 20 hours out of class every week. Some assignments will be even more demanding and will require even more time.

By the time the semester is over your political science “tool kit” will include the ability to do all of the following (and then some):

- ▶ write more effectively
- ▶ cite sources correctly while avoiding plagiarism
- ▶ formulate interesting research questions
- ▶ understand and use theories
- ▶ design research projects
- ▶ perform simple statistical tests, including regression analysis
- ▶ understand scholarly work that uses statistics
- ▶ conduct survey research

In short, you will be well prepared not only to learn what others know but also to create new knowledge yourself.

If you are willing to put in the necessary time, you will find that this is a do-able class and that it pays great dividends in later classes. You will also find that, more than most other classes, this course provides invaluable preparation for graduate studies and careers that require research and writing skills. For example, you may never write a Poli Sci 200 style ten-step research design again, but you will use the same skills in preparing any number of projects, proposals, prospectuses, and grant applications, both in the classroom and in future jobs. When the Political Science department surveys graduates years after graduation, Poli Sci 200 is regularly cited as the single most useful class we teach.

Research and Writing and More Research and More Writing

Scholarly research is fundamentally connected to writing. Some students have the mistaken idea that writing is what you do after you are done with your research (often the night before the paper is due). But scholarly research is in fact an iterative process of reading, thinking, discussing, and writing in which many of the most important insights are gained not while in the library or while studying a statistical printout but while writing with pen or word processor. We write to express what we have learned but also because writing helps us to think through what we believe and to figure out what we don't know. Research requires thinking and good thinking ultimately involves writing.

We have high standards for writing style, clarity, technical accuracy, and citations because sloppy writing is generally a sign of sloppy thinking. See “Will Spelling Count?” in Appendix 2 for an insightful explanation of the connection.

In addition, writing is central to this course so that (along with your capstone) it can fulfill the GE advanced writing requirement.

Readings:

The reading load is moderate for an intro-level course (so you have more time to work on the fun assignments!). You should expect to read about 50-100 pages per week (higher because it's summer term), with more the first couple weeks and less after that. There are three required books:

Diana Hacker, *A Writer's Reference*, 6th ed., Bedford/St. Martin's, 2007

Philip Pollock, *The Essentials of Political Analysis*, 2nd ed., CQ Press, 2005

Kate Turabian, *A Manual For Writers of Research Papers, Theses, and Dissertations*, 7th ed., Chicago, 2007

Previous editions of Turabian and Pollock do *not* include some valuable material that we will use in this course. I am less familiar with the previous edition of Hacker, but I believe it contains essentially the same material as the new edition.

Additional required readings will be on Blackboard. Reading assignments in the schedule should be completed before class on the day listed.

Grading and Attendance:

Attendance in class and in labs is crucial. You should take careful notes and review them regularly. We will not take attendance every day, but may do so at any time. Absences will be *excused* if you are unable to be in class for non-voluntary reasons such as illness, a family emergency (e.g., death in the family), or BYU-approved travel. Other absences (including weddings, family reunions, oversleeping, job emergencies, homework overload, much-needed road trips, etc.) will be treated as *unexcused*. If you have to miss class and want your absence excused, please leave Dr. Cooper (not your TA) a brief voicemail or email explaining why you will not be in class. Otherwise, we will treat your absence as unexcused. We do not give any makeups for unexcused absences, except on the midterm and final exam (see below).

During Summer term, attendance every day is especially important because every day of class you miss is equivalent to two class days. You may notice from the schedule below that there is an assignment, practice assignment, or quiz due almost every day (and there will be unannounced in-class writing assignments and attendance quizzes most of the rest). I will be in the classroom every day—even July 25th (the Friday right after the holiday).

Grade Scale (1000 Total):

50	Midterm
150	Final Exam
100	Quizzes
50	In-class Writing and Attendance Quizzes
50	Practice Assignments
600	Assignments:
25	Article Evaluation
25	Writing Review
25	Citation Style
50	Theory
100	Library
100	Qualitative Research Design
100	Quantitative Research Design
50	Statistics
50	Regression
75	Survey

The **Midterm** and **Final** will be given in class and strictly time limited. They will probably be multiple-choice with some short-answer questions. Makeup exams for unexcused absences can be given at my discretion, but only with a penalty. You may not use cell phones or any electronic device during quizzes or exams. Remember also that according to BYU policy the final exam *cannot* be given early; please make your travel plans accordingly.

Quizzes are held during the lab sections. Each quiz will cover the most recent readings and lecture material. Questions will be multiple choice and short answer. There will be no makeup quizzes for unexcused absences, but we will drop your two lowest scores.

In-class Assignments will not be announced in advance. These are simply opportunities to practice topics we are discussing in class, sometimes alone and sometimes in small groups. Grading will be based primarily on effort, not on perfect answers. Alternately, I may sometimes give a simple **Attendance Quiz**. Both are intended to encourage regular class attendance as well as paying attention to lecture and discussion. There will be no makeup assignments or quizzes for unexcused absences, but we will drop several scores.

Practice Assignments are due in lab section and are designed to help you practice skills that will be useful in future assignments. Completing these before lab will also help you get more out of lab discussions. Grading will be based on effort, not perfection. There

will be no makeup assignments for unexcused absences, but we will drop your lowest score.

The **Assignments** are the heart of the course and will make up the bulk of your grade. In summer term, there will be one or two assignments every week. Detailed Assignment guidelines are given in the next section.

Overall Grades will be based on a curve, with each TA section curved separately so that you won't be penalized for having a harder TA. Also, the curve will not be used against you: if you have at least a 93.5% grade, you will get an A regardless of how many other students also have 93.5% or higher. If you have a 90.0%, you will get at least an A-, and so on.

Poli Sci 200 is a demanding class, but it is not so difficult that you can't pass it and do well. Students who come to class every day, do the reading, prepare for quizzes and labs, and turn in all assignments on time will get A's, B's, and sometimes C's in the class—just like every other intro-level political science class. In fact, in calculating the curve, I will use exactly the same grade distribution I use in my Poli Sci 170 class. But if you fail to keep up with assignments or stop attending lectures, you will probably not pass. More than in any other class I teach, grades in this class are based on work ethic. Commit now to working hard. Every day.

Non-native English Speakers: Because course assignments require accurate English usage, students whose native tongue is not English will be given special consideration when final grades are assigned—i.e., at the end of the semester, not on individual assignments. This will not affect the curve for everyone else.

Assignments:

All assignments are due at 5 p.m. in the clearly marked box in the TA office: **381 Kimball Tower**. Do NOT bring your assignments to class or give them to Prof. Cooper, the TA's, or the Political Science secretaries. Sending an assignment by e-mail does NOT count as turning in your assignment and does NOT reduce the late penalty.

12" X 9" Manila Envelopes: All assignments should be submitted in 12" X 9" manila envelopes. You will probably need to buy three or four because new assignments may be due before old ones are graded and returned. Please do not use worn out or oversized envelopes (they don't fit in the filing cabinets). To make it easier for TA's to grade fairly, all assignments will be submitted with a codename instead of your real name. You will select a codename in lab. You should print your codename in the upper left corner of the envelope, with the TA name underneath, as well as on the title page of your assignment.

Assignment Formatting guidelines are discussed in Appendix 1.

Copies: Keep a copy of every assignment you turn in. This is necessary in case we lose your original assignment or you want to resubmit an assignment you think has been graded incorrectly.

Graded Assignments will be returned in class or at the Political Science secretaries' desk (745 Kimball Tower). Believe it or not, it is a violation of federal law for you to search through the filing cabinet yourself for your assignment. If the secretary is not at the desk, please do not try to find your assignment yourself.

Please also be patient with us: grading takes time. Fair and accurate grading takes more time. We will let you know when assignments are available. Also, please hold onto all graded assignments until the end of the semester to be sure your grades are recorded correctly. (This is also good advice for quizzes, practice assignments, etc.)

Late Assignments: Good grading practice requires that TA's grade everyone's assignments at the same time. Late assignments make this difficult. Besides, learning to meet deadlines is a valuable life skill. Therefore, late work will be penalized according to the following schedule:

- ▶ Assignments submitted after 5:00 p.m but before 5:15 p.m. on the due date will be graded with a 5 percent penalty (subtracted from the total points possible).
- ▶ Assignments submitted before 5:00 p.m. the following day will be graded with a 10 percent penalty.
- ▶ Late penalties do not accrue on weekends or holidays.
- ▶ Assignments submitted more than one day late but before the deadline of the following assignment will be subject to a 20 percent penalty for the second day, *plus* an additional 5 percent for each additional day it is late. For example, a paper due on Monday would receive a 20 percent penalty if turned in on Wednesday, 25 percent on Thursday, and so on.
- ▶ Assignments *will not be accepted* if submitted past the deadline of the following assignment. The final assignment of the semester (Survey) must be turned in within two days of the due date or it will not be graded.

Turning in an assignment late also means you might not get feedback as soon as other students do. This may hurt your grade on later assignments as well.

Only Prof. Cooper can give extensions for extreme situations—e.g., illness, family emergency (e.g., death in the family), or BYU-approved travel. Please try to contact him

before the deadline to arrange a possible extension. (If you need to go to the hospital, go there first and contact Prof. Cooper later. We'll work it out.)

I do not give extensions for “routine disasters” such as broken printers, crashed computers, roommates with personal crises, car breakdowns, stupor of thought, excessive busy-ness, bosses that won't let you leave on time, visiting in-laws, etc. It is your responsibility to turn your papers in well in advance of the deadline so that last-minute disasters don't lead to late penalties.

Assignment Grading:

Assignments will be graded on both **content** (concepts, explanations, arguments, etc.) and **mechanics** (grammar, style, spelling, formatting, citations, etc.). TA's will give a separate grade for both. The relative weight of content and mechanics will vary from assignment to assignment. Exact weights will be given on each assignment handout, but, in general, early assignments will weight mechanics higher than later assignments.

Required content will be clearly specified in the assignment handouts and discussed in lab. General characteristics of high-quality papers include the following:

- ▶ clear organization
- ▶ thorough understanding of course topics (including lectures and readings)
- ▶ evidence to support arguments (rather than merely making claims)
- ▶ persuasive logic
- ▶ thoughtful observations and interesting ideas

Conventions of effective writing mechanics will be taught in lecture and lab, as well as through readings. You are responsible for following the rules of English usage and Turabian-style formatting. When we evaluate mechanics, we look at the quantity of errors, the severity of errors, and the diversity of types of errors. For example, a sentence fragment is a serious error; an overly wordy sentence is a smaller error. We will look for all of the following problems:

- ▶ papers not formatted Turabian style (see Appendix 1 for some pointers)
- ▶ spelling mistakes (computer spell-checkers are not enough)
- ▶ grammatical mistakes: fragments, run-ons, subject-verb agreement, pronoun agreement, punctuation, etc. (see the Blue section of Hacker)
- ▶ style errors: faulty parallelism, misplaced modifiers, passive verbs, jargon, wordiness, clichés, etc. (see the Orange section of Hacker)
- ▶ incorrect citations (see Turabian ch. 18-19)

Notice that we cannot mark every mistake on every paper. The TA's will try to mark enough errors and make enough comments to show you why you received a certain grade and where you can improve. But they cannot thoroughly edit your paper for you.

You should **revise and proofread** every writing assignment carefully. If writing mechanics is not your strong suit, leave yourself enough time to have a friend help you. I strongly suggest reading your paper out loud to find mistakes. Some students chafe at such close attention to writing mechanics but clear, accurate writing allows readers to get to your ideas without distraction. Mistake-prone writing gets in the way of what you want to say and frequently signals a lack of seriousness (or education). See Appendix 2.

Audience: On all assignments in this course, you should assume you are writing to an audience of Poli Sci 200 students who understand the terminology of this course thoroughly but who may not be experts in your particular research topic. Be sure to avoid jargon and use language that is understandable to your audience.

You should plan to work closely with me and the TA's in order to do well in this class. One TA will grade all your assignments, but you should feel free to work with both TA's to understand assignment guidelines or course procedures.

Regrades: If you think an assignment has been misgraded, it is usually best to speak first with your TA to find out why it was graded the way it was. You may find that there are good reasons for the grade you received. Assuming the TA is wrong reduces the likelihood of real learning. You are also less likely to convince the TA he or she has made a mistake if you begin by loudly accusing him or her of making a mistake. Try discussing it to see if you can reach a mutual understanding. In some cases, you may even convince the TA you deserve a higher grade; if so, the TA will give the paper to Prof. Cooper to confirm that your grade should be raised. Be aware that TA's will not raise grades on their own.

If you are still not satisfied with your grade, you may resubmit your entire assignment to Prof. Cooper for a new grade. Simply give me a clean copy of your assignment with "Regrade" written across the top. No manila envelope is necessary. I will regrade the entire assignment based on the grading criteria the TA's used. By turning your paper in for a regrade, you agree to accept the new grade, whether it is higher or lower than the original. If you are unsatisfied with your new grade, you may discuss it with me.

Cheating:

All forms of cheating, including plagiarism, are grave violations of the standards of any university, and especially of this one. I have given failing grades as a result of academic

dishonesty at BYU and will do so again if necessary. BYU's Academic Honesty Policy is in the university catalog and on the web at <http://honorcode.byu.edu>, and you are expected to understand that standard. Cheating in this class includes (but is not limited to) the following:

- ▶ Turning in material you have previously used for a different class (unless your TA or the professor has explicitly told you it is okay).
- ▶ Revising another student's assignment or an assignment from a past semester and turning it in with your name on it.
- ▶ Using words or ideas from another student in your own paper.
- ▶ Working together with another student and then turning the work in as your own.
- ▶ Using an author's words without quotation marks and a citation.
- ▶ Using words very similar in style or structure to an author's without a citation.

The essence of cheating is misrepresentation or dishonesty: turning in work under your own name that is not in fact your own work. If you are unsure where to draw the line, the solution is honesty: discuss the issue in advance with your TA or professor, or cite the other author. Would you rather be "overly honest" or "not honest enough"?

In this course, you are *encouraged* to share your work with other students for proofreading. *However, if you make changes to your assignment without understanding what you did incorrectly, then you are trying to get a grade using someone else's knowledge.* Giving or receiving answers in this manner— whether from fellow students, or the Writing Lab staff, or the reference librarians—is considered cheating.

If you have any questions about what constitutes academic honesty, please don't hesitate to ask me. Helping you understand these principles is a valuable use of my time.

Other Policies:

I will periodically send important announcements via **email**. It is your responsibility to check your email and to make sure the university has your correct email address.

Federal law and BYU policy provide protections for students against **sexual discrimination and harassment** (including student-to-student harassment) and also require reasonable accommodation of students with **disabilities**. If you feel you have encountered sexual harassment or discrimination, please talk to me, the Equal Employment Office (422-5895), or the Honor Code Office (422-2847). If you have any disability which may impair your ability to complete this course successfully, please contact the Services for Students with Disabilities Office (422-2767) and discuss it with me.

Disclaimer:

This will be my first time teaching the class, so you will be “guinea pigs” as I try to figure out how best to teach it. I don’t think I am a bad teacher, but Poli Sci 200 is a huge undertaking for instructors as well as students and I don’t think my first time around will be up to the usual standards I have for myself. I expect a fair amount of disorganization and outright mistakes. Because the TA’s took the course with another professor, you can also expect some miscommunication between the TA’s and I. If you want a smooth, well organized course experience, I would recommend that you take the course in the Fall or next Winter when I will hopefully have a clue what I’m doing. If you really need the class this Summer, fasten your seatbelts and prepare for a bumpy ride. I will work overtime doing everything I can to make this a valuable experience for you, but I hope you will be patient with my inevitable mistakes.

Plan to be actively involved in helping me make this a good course. Tell me what works and what doesn’t work, what’s left out and what should have been left out. Of course, some things I can’t fix (I’m human) and some things I won’t fix (they’re good for you, like it or not). But don’t complain to your friends about me or the course until *after* you’ve talked to me or the TA’s to try to fix it.

I reserve the right to change all sorts of things—readings, lecture topics, grading procedures, assignments—to make the course more effective.

Course Schedule:

Remember: Assignments are due at the assignment collection box in 381 Kimball Tower. Assignments turned in after 5 p.m., even if only a few minutes after, will be penalized.

June 23 Introduction

Writing: Organization
Hacker 14-37
Turabian ch. 5-6

June 24 Writing: Style
Hacker 93-156

LAB: Assignment overview; Article Evaluation Assignment
Hacker 57-66
Turabian 37-39

Quiz 1 on the syllabus

- June 26 **Article Evaluation Assignment Due**
 Writing: Grammar
 Hacker 163-215
- Writing: Citations and Avoiding Plagiarism
 Turabian ch. 15, pp. 41-42, 73-80, ch. 25
- June 27 Discovering Truth
 Elder Neal Maxwell, “The Disciple-Scholar,” BYU Honors lectures,
 1994-95 (Blackboard)
- LAB: Writing Review Assignment
 Hacker 259-314
 Practice Assignment 1 (writing mechanics) due
 Quiz 2 on readings and lectures
- June 30 **Writing Review Assignment Due**
 Arguments and Fallacies
 Hacker 67-85
- Research Questions
 Alan Monroe, *Essentials of Political Research*, ch. 1 (Blackboard)
- July 1 Explanation/Theory
 Turabian ch. 20-24
- LAB: Citation Style Assignment
 Turabian ch. 18-19, p. 402
 Practice Assignment 2 (citation style) due
 Quiz 3 on readings and lectures
- July 3 **Citation Style Assignment Due**
 Explanation/Theory
 Stephen Van Evera, *Guide to Methods for Students of Political
 Science*, 7-27 (Blackboard)
- Data: Operationalization
 Pollock ch. 1
- July 4 Holiday: No Class

- July 7-9 Attend a **Required Library Lab** taught by Brian Champion in 2234 Lee Library (Instruction Room 4) at one of the following times:
 July 7 (Monday), 9-11 a.m.
 July 8 (Tuesday), 2-4 p.m.
 July 9 (Wednesday), 9-11 a.m.
- July 7 Data: Types of Data
 W. Phillips Shively, *The Craft of Political Research*, ch. 4 (Blackboard)
- LAB: Theory Assignment
 Practice Assignment 3 (recognizing theories) due
Quiz 4 on readings and lectures
- July 8 Data: Verifying Sources
 Hacker 333-41
- Inferring Causation
 Pollock ch. 2
- July 10 **Theory Assignment Due**
 Inferring Causation
 Pollock ch. 4
- LAB: Library Assignment
 Practice Assignment 4 (data) due
Quiz 5 on readings and lectures
- July 11 Take the College's **Quantitative Skills Pretest** by this date. This counts as full credit on an in-class writing assignment. Go to <http://fhss.byu.edu/rsc> and select "Quantitative Thinking Survey" (on the left side).
- July 11 Research Design: Qualitative and Quantitative Designs
 Gary King, Robert Keohane, and Sidney Verba, *Designing Social Inquiry*, ch. 1 (Blackboard)
- Research Design: Qualitative and Quantitative Designs

- July 14 Research Design: Case Selection
 TBA
- LAB: Library Assignment
 Practice Assignment 5 (research design, steps 1-4) due
 Quiz 6 on readings and lectures
- July 15 Research Design: Case Selection
- Research Design: Falsifiability and Testing
 TBA
- July 16/Wed **Library Assignment Due**
- July 17 Research Design: Falsifiability and Testing
- Exam Review
- July 18 **Midterm** (in class)
- LAB: Qualitative Design Assignment
 No quiz or practice assignment
- July 21 Case Studies and Process Tracing
 Stephen Van Evera, *Guide to Methods for Students of Political
 Science*, 49-67 (Blackboard)
- LAB: Qualitative Design Assignment
 Practice Assignment 6 (research design, steps 5-10) due
 No quiz
- July 22 Understanding Statistical Evidence
 Joel Best, *Damned Lies and Statistics*, chs. 2-3 (Blackboard)
- Descriptive Statistics: Measures of Central Tendency
 Pollock 51-61
- July 23/Wed **Qualitative Design Assignment Due**
- July 24 Holiday: No Class

- July 25 Descriptive Statistics: Measures of Dispersion
Larry Gonick and Woolcott Smith, *The Cartoon Guide to Statistics*,
19-26 (Blackboard)
- LAB: Quantitative Design Assignment
Practice Assignment 7 (mean, median, and mode) due
Quiz 7 on readings and lectures
- July 28 Descriptive Statistics: Crosstabs and Graphs
Pollock 61-74
- R. Mark Sirkin, *Statistics for the Social Sciences*, 147-69
(Blackboard)
- Statistical Inference: Sampling and the Normal Distribution
Pollock 102-16
- Neil Salkind, *Statistics for People Who (Think They) Hate Statistics*,
ch. 8 (Blackboard)
- July 29 Statistical Inference: z-scores and t-tests
Pollock 116-28
- R. Mark Sirkin, *Statistics for the Social Sciences*, 227-53 (Optional,
Blackboard)
- LAB: Quantitative Design Assignment; Statistics Assignment
Practice Assignment 8 (statistics) due
Quiz 8 on readings and lectures
- July 30/Wed **Quantitative Design Assignment Due**

- July 31 Statistical Inference: Comparing Sample Means
 Neil Salkind, *Statistics for People Who (Think They) Hate Statistics*,
 ch. 6 (Blackboard)
- Pollock 130-39
- Neil Salkind, *Statistics for People Who (Think They) Hate Statistics*,
 ch. 9 (Optional, Blackboard)
- Statistical Inference: Chi Square
 Pollock 139-44
- R. Mark Sirkin, *Statistics for the Social Sciences*, 383-400 (Optional,
 Blackboard)
- Aug 1 Statistical Inference: Goodness of Fit and Substantive Significance
 Pollock 144-51
- LAB: Statistics Assignment
 Practice Assignment 9 (statistical inference) due
 Quiz 9 on readings and lectures
- Aug 4 **Statistics Assignment Due**
 Regression
 Pollock 154-65
- Regression
 Neil Salkind, *Statistics for People Who (Think They) Hate Statistics*,
 ch. 14 (Blackboard)
- Aug 5 Regression
 Pollock 165-75
- LAB: Regression Assignment
 Practice Assignment 10 (regression) due
 Quiz 10 on readings and lectures

- Aug 7 Regression

Regression: Problems and Extensions
Pollock 179-83
- Aug 8 **Regression Assignment Due**
Survey Research
Alan Monroe, *Essentials of Political Research*, ch. 5 (Blackboard)
- LAB: Survey Assignment
Practice Assignment 11 (survey questions) due
Quiz 11 on readings and lectures
- Aug 11 Survey Research
Janet Buttolph Johnson and H. T. Reynolds, *Political Science
Research Methods*, 297-331 (Blackboard)
- Survey Research, Exam Review
- Aug 12 **Survey Assignment Due**
- Aug 14 **Final Exam**, 9:00 a.m. to 11:00 a.m., in classroom

APPENDIX 1

ASSIGNMENT FORMATTING GUIDELINES

Poli Sci 200 uses Kate Turabian's legendary *A Manual for Writers* (7th edition) as its style guide. You are expected to follow Turabian rules on all assignments. The purpose is to teach professional habits and to create a consistent standard for student papers. Sloppy-looking papers send the signal to readers that you are not serious—whether you are writing in the classroom or in a professional setting. Overall format guidelines for papers include the following (citations are to Turabian's Appendix on "Paper Format and Submission"):

- ▶ All papers must have a title page. (Fig A.1 and p. 386)
- ▶ Use 1" margins on every side. (A.1.1)
- ▶ Use a readable typeface and font like Times New Roman 12-point. (A.1.2)
- ▶ Double space all text except block quotations, references lists, annotations, and other items listed in A.1.3.
- ▶ Use page numbers on all pages *except the title page*. The first page of text is page 1. Put page numbers in the same place on every page. We prefer either the bottom center or top right. (A.1.4)
- ▶ Avoid "widows" and "orphans"—single lines of a paragraph left hanging by themselves at the top or bottom of the page. Your word processor has commands that will take care of this automatically, *except* for section titles. You will have to check to make sure section titles are not left hanging without the accompanying text.
- ▶ The first reference list page should have a 1" top margin, with "WORKS CITED" centered at the top. Triple space (two blank lines) before the first line of text. See Fig A.5-A.8 for similar examples.
- ▶ All reference list entries should be single spaced, with a hanging indent used for the second and successive lines. Double space between entries. (Fig A. 16)
- ▶ All papers must be left justified (except for titles and some headings). Do not right justify.

Some other Turabian rules that frequently trip students up:

- ▶ Use one or two spaces after a period, but be consistent. In a reference list entry, use only one space. (21.1)
- ▶ Hyphens break up words ("sub-Saharan") and inclusive numbers ("341-59"). A dash is two hyphens and is used to separate clauses in a sentence. (21.7)

- ▶ Book and article titles are capitalized headline style if mentioned in the text (“Dewey Defeats Truman!”) but sentence style in the reference list (“Dewey defeats Truman!”). Names of journals and newspapers are always capitalized headline style. (22.3)
- ▶ With some exceptions, numbers less than one hundred should be spelled out in text (“twelve” not “12”). But there are a bunch of exceptions. (23.1)
- ▶ For a person’s name that includes more than one initial, put a space after each period (“G. W. Bush” not “G.W. Bush”). Better yet, write out the first name. (24.2.1)
- ▶ In text, write out names of states in full. In a reference list, use the two-letter postal code abbreviation. (24.3.1)
- ▶ Long quotations should be set off as block quotations, single spaced and indented. (25.2.2)
- ▶ Indicate omitted material in a quotation with ellipses: three periods with spaces after each one, or four periods with spaces at the end of a grammatically complete thought. (25.3.2)

Remember that this is not a complete list of Turabian rules and that you are responsible for reading Turabian to ensure correct usage. The TA’s (and Prof. Cooper) will be happy to help you look stuff up. Also be aware that sometimes you will need to extrapolate from the examples given in Turabian: look for an example that is similar to what you want to cite and then use that citation as a model.

The library has an automatic citation system called Refworks. If you use this system, you are still responsible for the accuracy of your citations. Refworks is like an automatic language translation program: it is usually right, but it can make mistakes.

APPENDIX 2:

WILL SPELLING COUNT?

“Will spelling count?” In my first year of teaching freshman composition I had a little act I performed whenever a student asked that inevitable question. Frowning, taking my pipe out of my mouth, and hesitating, I would try to look like a man coming down from some higher mental plane. Then, with what I hoped sounded like a mixture of confidence and disdain, I would answer, “No. Of course it won’t.”

In that first year, I was convinced that to have a significant effect on my students’ writing I had to demonstrate that I was not the stereotypical English teacher: a fuss-budget who would pick through their essays in search of misspellings and trivial errors. I intended to inspire students in my classes to write the kinds of papers the unconventional teacher I had read about—John Holt, A. S. Neill, Herbert Kohl, and Ken Macrorie—had inspired: papers bristling with life, written by the students with their inner voices.

It was not to be. Week after week students handed in papers that had obviously been dashed off in thirty or forty minutes. By the end of the year I realized my mistake: I had been too subtle; I had not made it clear enough that mine was a revolutionary way to teach writing.

So in my second year I answered the question with a fifty-minute lecture. I quoted education theories, told several semi-fictional stories of my student days, and recited some entirely fictional statistics—all of which argued that people write better when they don’t worry about spelling. “What you have to do is write honestly about things you care about,” I told them. “Don’t interrupt your thoughts to check your spelling.”

That lecture—and other strategic changes I made in my teaching style that second year—had no noticeable effect. Once again, almost all the papers were dull, predictable, and carelessly done. My students didn’t understand that writing could be an act of self-exploration and discovery. They wrote essays of two kinds: unorganized narratives with such titles as “My First Drunk” or “How to Roll a Joint at 70 m.p.h.” and fourth-hand, insipid arguments with such titles as “Capital Punishment = Murder” or “The Space Race—What a Waste.”

Since assigning topics or imposing organizational schemes would mark me a just another conventional English teacher, killing any chance I had to inspire my students to discover their inner voices, I tried to proceed indirectly—with class discussions on subjects I thought would make good topics: the latest editorial in the student newspaper, the problems of communicating with parents and friends, political apathy, the sights and sounds of the campus. However, although I could sometimes get a “lively” discussion going, it was obvious that the students saw these exchanges not as relevant to their writing but as a painless way to spend the fifty minutes. They sat up and took note only

to ask me about the mechanical details of the next assignment: “How many words does it have to be?” “How much do you take off for late papers?” “Is it okay to write in blue ink?”

It was in that year that I began to be embarrassed by my students’ course evaluations. They usually gave me top grades in every category and then wrote something such as, “This was a great class because the teacher understood that students in this university have a lot of other things to worry about besides this particular course.”

By the start of the third year, I was wondering whether the education theorists had known what they were talking about. When the usual question came, I equivocated and told them they could decide questions about spelling for themselves.

It was a low point. By that time a couple of hundred freshmen had passed through my composition classes, but I could not have named one who had discovered himself as a writer because of my teaching. Of the few A+ papers in my files, half were written by students who could have written an A+ paper the first day of class; the rest were happy accidents, written by students in moments of inspiration they were unable to repeat.

That year, one student wrote in his evaluation, “This was a very good course because the teacher believed college students are mature enough to make their own decisions about things like whether spelling is important. It isn’t important to me. I’m going to let my secretary take care of my spelling.”

I knew it was time for a radical change. I was going to have to give up trying to teach my students that writing could be an act of self-exploration; I would have to concentrate on teaching a truth more essential to their education: Writing is hard work.

In the summer before my fourth year, I wrote a ten-page syllabus, two pages of which were given over to the old questions and my new answers:

Q: Is blue ink acceptable?

A: No. In fact, handwriting is unacceptable. All papers in this course must be typed.

Q: What about students who can’t type?

A: This course will provide them with an opportunity to learn.

Q: Why do papers have to be typed?

A: Because in the real world adults type when they want to put serious communications in writing.

Q: What if we can’t hand a paper in on time?

A: Hand it in as soon as possible. It will be marked “late.”

Q: What if we have a legitimate excuse?

A: Keep it to yourself. My job is to evaluate your writing, not your excuses.

Knowing the eternal question would come up the first day, I had my best answer in reserve. When one of the students asked it after my introductory talk, I crossed my arms

and let them have it. “The best answer to that question is an analogy: Imagine a team of college basketball players meeting their coach for the first time. The coach distributes a book outlining the plays he will be teaching them, and then talks to them about how the practices will be organized, what he thinks his role should be, and what he considers their responsibilities to be. When he has finished, the first question is, ‘Will dribbling count?’”

The student who asked the question dropped the course, as did a couple of others who didn’t like their first impressions of me and my nasty syllabus. But my new tone, and the classroom style it forced me to adopt, had several excellent consequences:

- I stopped trying to make the class interesting. No more lively discussion on the sights and sounds of the campus—or anything else that wasn’t directly related to helping my students write better this week than they had last week.
- I learned to keep oral analysis and commentary to a minimum, because it disappeared into the air over my classroom. I put all directions and suggestions in writing, and tried to note on each of the papers submitted where the writer had followed my advice and where he had not.
- The students spent more and more time pushing their pens across paper in class: writing thesis statements, writing drafts of introductory paragraphs, listing ten concrete words (five from last week’s essay, five they thought they could use in next week’s), working to arrange a sentence or two from their last essay into a parallel structure.
- I stopped hoping to find in the weekly pile of papers evidence of some student writing with his inner voice. Inspired papers continued to appear at the old rate (about one in a hundred), but I no longer looked to them for proof of my effectiveness as a teacher.
- A new kind of paper appeared in the weekly pile: well organized, mechanically polished, and clearly a second or third draft. Although some of them were titled “My First Drunk” and “The Space Race—What a Waste,” I could read them attentively and praise their strengths sincerely.

Finally, I received some negative comments in the course evaluations: “I did not enjoy this class. The teacher was too finicky and graded too hard.”

After four years of teaching I had learned that, given my particular skills, I had to leave consciousness-raising to other teachers. My first three years had been unsuccessful because I had been too intent on playing the guru, and I couldn’t pull it off. The role I adopted that fourth year was not one I was comfortable with—Ken Macrorie is a hero of mine, not Vince Lombardi—but I could pull it off. And, more important, the tyrannical coach was a character my students recognized, and they understood what would be expected of them.

Last year, on my way to a different university, I decided to modify the role a little. The new syllabus has the old rules, but—while still playing the traditional authoritarian—I have changed my tone to that of a man sure of what he wants his students to do, certain they can do it, but too cool to be nasty about it. This year, I have a little act I perform whenever a student asks, “Will spelling count?” Frowning, taking my pipe out of my mouth, and hesitating a moment, I try to look like a man coming down from some higher plane. Then, with what I hope sounds like a mixture of confidence and disdain, I reply, “Yes. Of course it will.”

Conners, Jack. 1980. Will spelling count? *Chronicle of Higher Education*. June 2, 48.