

Your Name

Word Count:

CIS 171

[*Word Count does not include Works Cited*]

Date you submit the paper

Pledge:

How to Format Your Paper for CIS 171

All papers for CIS 171 should be formatted double-spaced, with one inch margins at top and bottom, right and left. Begin new paragraphs by indenting them one tab (the tab should be set at half an inch, or ten spaces). Please use a twelve-point font.

We do not require a specific citation style, but we do require that you consistently and accurately use a single style within a paper. If history is any judge, the most perplexing aspect of citation is the citation of internet sources; remember that you do need to include the author and the publisher, the date of publication and the date you accessed the material, the page title and the complete URL (the two citations below demonstrate one citation style – in addition, MLA style is illustrated in the citations in your syllabus). The following are two useful on-line references to help you answer citation questions.

- The OWL (Online Writing Lab) at Purdue. *Welcome to the Purdue OWL*. Purdue University. 17 August 2007. <<http://owl.english.purdue.edu/owl/>> 20 August 2007. [From the menu on the right, select “Research and Citation” to expand that submenu.]
- Andrew Harnack and Eugene Kleppinger. *Online! A Reference Guide to Using Internet Sources*. Bedford/St.Martin’s. 2003. <<http://www.bedfordstmartins.com/online/citex.html>> 20 August 2007.

Expect to submit three (3) copies of your short papers and two (2) copies of your final research project. All papers will be submitted electronically via email in Word 97-2003 format (*.doc). Please name your files: *Lastname_CIS171Paper#.doc*. The final research project will be submitted to the two professors who will be identified as your lead and second readers after you choose your topic.

Some writing hints

- *Purpose of paper:* Please don't digress.
- *Audience for your paper:* Develop your paper in a manner that is consistent with the needs and expectations of your reader. Beyond the important elements of tone and structure, especially for an interdisciplinary audience, you cannot rely upon something being "common knowledge".
- *Evidence:* The quality of your source is crucial, not just what your source says. Peer-reviewed books and articles, books from reputable publishers, and government documents are the standard. Other materials are typically biased (such as *The New York Times*, *The Economist*, and *Worldwatch*), but can be useful if you handle the bias appropriately. Use Wikipedia with extreme caution; anyone can edit entries, leading to bias or misinformation. Cite Wikipedia only if you're sure you want to fail that particular assignment. A peer-reviewed environmental "wiki" that you may cite is Encyclopedia of Earth (<http://www.eoearth.org/>).
- *Structural and Paragraph Unity:* Every paragraph has only one focus. The paper should flow smoothly from paragraph to paragraph.
- *Pet peeves of your professors:* Use the active voice whenever possible. Do not use "impact" as a verb; heaven forbid you should use "impactful" as an adjective.