

Research Paper Guidelines:

Each student will write a 15-page research paper and give a brief oral presentation of its salient points at the end of the term.

The paper will be made up of several components which will be due over the course of the quarter. By submitting your work in increments you will be able to get feedback from both me and your peers and thereby improve the quality of the project before its final due date. The components are as follows:

- **Initial Topic Proposal:** a one paragraph statement describing your research topic, a summary of the sources you will use and any particular difficulties you anticipate. The nature of the sources you find will vary according to the topic you choose. Please be sure to note collections you will use and the contacts you have made in order to secure access to those collections. If you have any doubts about what constitutes a scholarly source (i.e. from refereed journals or presses), do not hesitate to ask.
- **Final Paper Proposal and Bibliography:** a one-paragraph proposal, with a minimum of 20 non-internet, scholarly sources, annotated according to the methods discussed in Storey, *Writing History*. The *AHA Guide* also provides many good examples— any librarian can help you find it on the reference shelves. In your proposal you will identify the source you used to locate each item, whether it be the bibliography of another work, a library catalog, an electronic database, or the assistance of a reference librarian or archivist. You will annotate each entry according to the instructions on the handout. Naturally you will be evaluated on the thoroughness of your research. You will be expected to leave no stone unturned. Many of these sources will be found in local archives, such as the Research Centers of the Washington State Historical Society, the Northwest Room at the Tacoma Public Library, the UW Tacoma Library, the Tacoma Public Utilities Archives, the National Archives in Sand Point, (where you will find a list of all the Record Groups), the Pacific Northwest Collection in Seattle, the Seattle Public Library, the Washington State Archives in Olympia, lists such as those maintained by the Center for the Study of the Pacific Northwest, and through other sources such as interviews, newspapers, census records, maps, photographs, and the course bibliography. The bibliography will conform to the Chicago Manual of Style.
- **First draft (optional):** A fully proofread, near-perfect draft of the final paper. This draft should be as well thought out and as well written as possible at this stage and should not be submitted in outline format. The draft should include your complete text and revised bibliography. A list of illustrations should accompany it; you may include the illustrations themselves if you have time.
- **Final draft:** Combine all the revised components into one final, perfect package. Additional materials such as maps, photographs, and drawings should be included. Color photocopies are ideal (but not required) for the final version. I prefer a simple paper clip to all other forms of binding and covers. Please remember to insert page numbers.

- Presentation: Each student will give a 10-minute presentation followed by questions and answers from the class on his or her project at the end of the quarter. The presentation should clearly summarize your project and address any issues concerning the topic you have chosen to study. The use of visual aids such as charts, slides, photographs, and maps, etc. is strongly encouraged. But, please, focus on making a well wrought argument. Glitzy visuals are no substitute for excellent content. Further details of the final paper requirements will be circulated separately and are available at the course web site. The end result should be a piece of first-class writing suitable for inclusion in your portfolio, submission as a writing sample for a job or graduate school application.
- Think of your final paper as a publication. Consider publishing your final paper on the web, submitting it to a student conference such as Phi Alpha Theta, or editing it for length and submitting it as an op-ed piece or letter to the editor in a local paper. If you put it on the web, give me the URL and I will provide a link to it from the course home page.

General Evaluation of Written Work:

Writing effectively means writing clearly and concisely and using correct grammar. Excellent papers will meet all of the following criteria:

1. The paper addresses all of the questions and issues posed in the assignment.
2. The paper draws upon relevant readings and class discussions. The paper applies what you have been learning.
3. The paper is thoroughly and properly documented. Failure to fully document your work can result in a failing grade for the assignment. Proper documentation is a courtesy every historian extends to fellow researchers and forms the very foundation of all historical research.
4. The paper adds your own insights to the analyses of other writers. The quality of your own ideas is important. Show your own independent thinking as much as possible.
5. The paper is convincing. You have the responsibility to justify your arguments. You must back up your points and conclusion. Support your argument by using evidence from the class readings or other sources. Use explicit examples to illustrate what you say. Do not assume anything on the part of the reader.
6. The paper is well organized. It has an introduction with a thesis (argument), it has a body supporting this thesis, and it ends with a conclusion summarizing the main points, stating the significance of your own findings, and perhaps indicating fruitful avenues for future research.
7. The paper has no spelling or grammatical errors.
8. The final draft shows substantial and significant improvement over earlier drafts.