

Soc. 3480 Term Paper Format and Citation Guide

Length: 5 pages, typed, double-spaced, Times New Roman, 12 point font (excluding cover page and bibliography)

When you turn in your paper:

1. Be sure to number your pages.
2. Include a separate cover sheet: (1) your name; (2) the social topic that you are analyzing; (3) your paper title; (4) the current date. You should not include this information in a header for your paper.
3. Provide a bibliography for your paper using the format provided.

Hints and directions:

1. All papers should have an overall argument that is clearly stated in both the introduction and conclusion of the paper and which you develop in the body of your paper. If you can't answer: "What's the point of the paper?" in one or two sentences, you still have work to do. In this case, the main point of your paper is your critical evaluation of the author/s arguments. Although you do not need to layout each and every single author's argument and discuss it, the discussion should relate to and provide the foundation for your evaluation of your analysis. You should not just evaluate the authors in one paragraph or in the conclusion. You must provide reasons for your evaluation of the author and cite evidence; don't just state your opinion of the author.
2. You should cite all the material you use: Note that you should only cite lecture when it introduced an idea that is not already discussed in the readings.

How to cite in-text a passage that you summarize:

XXXXXXXXXXXXXXXXXXXXX (Author's last name Year of Publication: page numbers).

XXXXXXXXXXXXXXXXXXXXX (Blumer 1969: 72-76).

How to use a short quote from the reading:

"XXXXXXXXXXXXXXXXXXXXX" (Blumer 1969: 77).

How to use a long quote (three lines or more):

Indent and single-space the quote; quote marks are not necessary:

XXX
XXX
XXX
XXXXXXXXXXXXXXXXXXXXX (Blumer 1969: 77)

Note: After you use a quote, you need to explain what it means.

Recommendation: I strongly recommend writing at least two drafts of this paper. You should "pump out" your first draft, getting a lot of ideas down on paper. Don't worry about getting it right the first time (no one does). Pick out your best ideas and organize

them well in your second draft. It is often very helpful to write an outline of your paper before writing your first or second draft so that your paper is organized and flows well.

Bibliography page guide: List your sources in alphabetical order by author's name.

Book Chapter:

Staples, Lee. 1984. "The Boston Model: A Success Story?" Pp. 55-62 in *Community Organizers, Second Edition*, edited by Joan Ecklein. New York: John Wiley & Sons.

Journal Article:

Piven, Frances Fox and Richard Cloward. 1977. "Dilemmas of Organization Building: The Case of Welfare Rights." *Radical America*. 11 (5): 39-61.

Book:

Horowitz, Ruth. 1995. *Teen Mothers: Citizens or Dependents*. Chicago and London: The University of Chicago Press.

Internet article:

Wu, Michael. 1999. "In the Midst of Reform: Hawaii in 1997." Assessing the New Federalism Discussion Paper 99-03. Assessing the New Federalism Project, Urban Institute. <http://www.urban.org>

Newspaper article:

Oliver, Pamela. 2001. "Welfare Warriors celebrate eviction of Goodwill's Employment Solutions from W-2 gold mines." *The New York Times*, April 23, A3.

Magazine article:

Jana, Reena. 2000. "Preventing culture clashes - As the IT workforce grows more diverse, managers must improve awareness without creating inconsistency." *InfoWorld*, April 24, pp. 95.

Personal interview:

Smith, Donna. 2009. Personal interview with author. Riverside, CA, February 19.