

Colonial Biography Paper

Instructions – Rough Draft

This is the point in our project when you will use all the research you've accumulated and put it into a formal paper. Keep in mind, this is not a casual conversation between friends, this needs to be written in formal language using correct grammar, mechanics, and style. Be sure you review your work carefully to avoid some of the most common mistakes students make in writing their papers.

Format and Style:

The content area of your paper should be at least 3 full pages in length, but no more than 4 pages. It should be typed in a Microsoft Word document (or compatible) in 12-pt Times New Roman, double spaced with 1" margins. Citations should conform to MLA citation style with properly formatted parenthetical citations and a works cited page. You will need a Title Page that contains the title of your paper, your name, and the date submitted. Your Works Cited also needs a separate page that is formatted in MLA style.

A Word about Organization:

Each paper should contain a clear and interesting introduction that provides some idea of the scope of the paper and a topic sentence. The body of the paper should follow the chronologic sequence of events for the historical figure. An effort should be made to show how the individual contributed to the progression of Colonial American History. A concluding paragraph should provide a summary of the paper and bring the entirety into a cohesive whole.

A Word about Proofreading:

Under most circumstances, the best papers will be those that are revised several times. Proofreading your papers will help solve most issues with grammar, spelling, punctuation, and clarity. If you have trouble with writing, I would suggest that you contact your teacher or attend one of the other teacher's homeroom sessions for help on specific writing issues.

A Word about Plagiarism:

Plagiarism is a very serious offense, as it is both an academic and spiritual issue. Plagiarism is the **intentional** or **unintentional** use of the work of another without proper recognition of its authorship. In a nutshell, it is lying and

theft! This practice is very serious, as it violates ethical & biblical standards of honesty and integrity. Please be sure you review your work carefully to be sure you have cited your sources properly. Plagiarism is like mud in water...just one drop contaminates the entire glass.

Your drafts will be submitted through an originality detection tool. If evidence of plagiarism is found, a significant deduction will be taken on the draft and you will be notified that the final paper cannot be submitted until you have completed the Academy's Plagiarism Workshop. All final papers will be submitted through Turnitin.

Some things to keep in mind:

- Make sure your paper has a title page and a title
- Double space
- Make sure you've used quotation marks for all quoted material
- Make sure you've cited your sources... every quote, fact or idea that did not come directly from you needs a citation... NO EXCEPTIONS
- Don't put extra spaces between paragraphs
- Make sure you didn't use contractions, first person ("I"), second person ("you"), or literary crutches like "In conclusion" or "Finally"
- Be sure you have a title page and a separate Works Cited page with the words Works Cited at the top center of the page