

Introduction to Philosophy

Requirements for All Papers

General Technical Requirements for Formatting Papers

All papers are expected to satisfy the following:

1. Adhere to the specified word count.
2. Be double-spaced.
3. Be written in 12pt, "Times New Roman".
4. Have side-margins of 1 inch.
5. Have horizontal alignment that is fully justified.
6. Have no extra space between paragraphs.
7. Have each paragraph begin with a tab indentation.
8. Have the paper's total word count at the top left corner of the first page.
9. Have a descriptive title (see section on title pages below).
10. Have page numbers (see section on page numbering below).
11. Cite all quotes and other material with footnotes (see section on citing your sources below).

Yes, this is an extremely bland design, and yes, this is extremely pedantic and even Byzantine. The point of all these requirements, however, is to allow me to focus more on the *contents* of your paper and not on your skills (or lack thereof) in design. Besides these should also be trivial to follow when using most word processing software.

An initial failure to follow these rules will result in a warning. Subsequent violations will result in grade deductions of increasing severity. Please let me know if you have any problems or questions; I am glad to help.

Title Pages

For the purposes of this course, your title information should occur at the top of the first main page of your paper and only consist of (1) your paper's word count, (2) the assignment's name, (3) a descriptive and meaningful title, and (4) your name. The word count should be at the top left, while the rest should be centered. Everything should be single-spaced in the same font, size, and style as the rest of your paper. The following is an example:

Word Count: 703

Analytical Summary #1
Thomas Hobbes' Argument Against Chocolate
By Troy McClure

Since the dawn of time, man has enjoyed chocolate. In the days of

In order to be descriptive and meaningful, the title should give a good indication as to the contents of the paper—and you will have a better idea of this once you complete the paper. So do it last. Feel free to personalize it but do not go crazy.

While a title like "A Summary of Plato on Revealed Religion" is not very exciting, it is perfectly adequate for an analytical summary: it tells the reader the principle issue involved, that it is a summary, and what aspect of the text it covers. Similarly for "Selfishness: Rand vs. James—Rand Wins" as a title for a position paper: it specifies the issue, the principal authors involved, and whom you defend on that issue. Keep it simple and direct, being clever and witty takes up time better spent writing the paper itself.

Page Numbers

If your paper is longer than one page, please provide page numbers. Page numbers should appear on the top-right of each page, starting on the second page (i.e., there should be *no* page number on the first page). Page

numbers should otherwise be in the same font, size, and style as the rest of your paper, and have your name followed by a hyphen and the page number. The following is an example:

Troy McClure – 2

chocolate, like we have today, it was mixed with shredded tobacco. And

Citing Your Sources

All citations should be done in footnotes, following the rules below. Footnote text should otherwise be in the same font, size, and style as the rest of your paper. The following is an example:

that "it is better to be a human being dissatisfied than a fool satisfied".¹

¹John Stuart Mill, "Utilitarianism", p. 576.

You are required to properly cite all your sources to avoid plagiarism (see the course syllabus for the plagiarism policy). Do this whenever you find yourself quoting or otherwise using the ideas of another person. When citing, please follow the rules below, keeping in mind that *you must cite all sources, even if you are only putting their ideas into your own words*.

For any text that was assigned for class, you only need to cite (1) the author, (2) the title, and (3) the page numbers, as in:

Eileen Stillwaggon, "AIDS and Poverty in Africa", pp. 2–3.

For Internet sources that were not assigned for class, you need to cite (as they are available) (1) the author, (2) the page title, (3) the editor, (4) the website name, (5) the publisher's location and name, (6) the date of publication (7) the date you accessed it, and (8) the URL, as in:

T.H. Irwin, "Aristotle" in E. Craig (Editor), *Routledge Encyclopedia of Philosophy* (London: Routledge, 1998), retrieved on May 15, 2008 from <http://www.rep.routledge.com/article/A022>.

Richard Kraut, "Plato", *The Stanford Encyclopedia of Philosophy* (2004), retrieved on May 15, 2008 from <http://plato.stanford.edu/entries/plato/>.

Thomas Brickhouse and Nicholas D. Smith, "Plato", *The Internet Encyclopedia of Philosophy*, retrieved on May 15, 2008 from <http://www.iep.utm.edu/p/plato.htm>.

"Aristotle", *Wikipedia, The Free Encyclopedia*, retrieved on May 15, 2008 from <http://en.wikipedia.org/wiki/Aristotle>.

For articles that were not assigned for class, you need to cite (1) the author, (2) the article title, (3) the periodical title, (4) the volume, (5) the date of publication, and (6) the page numbers, as in:

John Rawls, "The Domain of the Political and Overlapping Consensus", *New York University Law Review* 64 (1989), p. 235.

For books that were not assigned for class, you need to cite (1) the author, (2) the date, (3) the book title, (4) the publisher's information, and (5) the page numbers, as in:

Michael Kevane, *Woman and Development in Africa: How Gender Works* (Boulder, CO: Lynne Rienner, 2004), pp. 85–106.

Exception: In any summary, position paper, or essay you should cite the papers being addressed (i.e., the papers directly referenced in the topic) only when you directly quote them. There is no need to cite them when putting their ideas into your own words; given the nature of these types of assignment, such citations are already assumed. However, you must still cite *any* additional material—regardless of whether it is an assigned course reading or not, and regardless of whether you are directly quoting, paraphrasing, or otherwise adapting another person's ideas.

If you are ever uncertain, please ask; do not assume.