

GENERAL NOTES ON WRITING ASSIGNMENTS

- Plagiarism was acceptable in the ancient world; it is not at CSUS in 2009. You must cite your source for any words in your text that are not "common knowledge." Please ask me if you have any doubt. All acts of plagiarism may be submitted to the Department of Student Affairs for action: The university definition of plagiarism: Plagiarism: Plagiarism is a form of cheating. At CSUS plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution. Regardless of the means of appropriation, incorporation of another's work into one's own requires adequate identification and acknowledgement. Plagiarism is doubly unethical because it deprives the author of rightful credit and gives credit to someone who has not earned it. Acknowledgement is not necessary when the material used is common knowledge. Plagiarism at CSUS includes but is not limited to:
 1. The act of incorporating into one's own work the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work without giving appropriate credit thereby representing the product as entirely one's own. Examples include not only word-for-word copying, but also the "mosaic" (i.e., interspersing a few of one's own words while, in essence, copying another's work), the paraphrase (i.e., rewriting another's work while still using the other's fundamental idea or theory); fabrication (i.e., inventing or counterfeiting sources), ghost-writing (i.e., submitting another's work as one's own) and failure to include quotation marks on material that is otherwise acknowledged; and
 2. Representing as one's own another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures, or similar works.
(<http://www.csus.edu/umannual/student/UMA00150.htm>)
- All papers will be clear and well argued with a clearly defined thesis. They must be typed in standard 12 point font (not boldface), double-spaced, with standard one-inch margins, and will include a cover page, and a bibliography or works cited page.
- In the papers, support your arguments with specific references to the texts or examples of any artwork or illustrations with which you may be dealing. Cite relevant page numbers either in footnotes or parenthetically within the text. Please keep a hard copy of each paper for yourself. **Ordinarily, papers may not be electronically submitted.**
- Late papers will not be accepted except under the most extraordinary circumstances. Should such circumstances arise, it is your responsibility to contact me. The grade on the paper may be reduced by one full letter grade for each day the paper is late, including weekend days.
- Page 1 of 2