

Notes about Writing.

The term paper is an opportunity to see how well you can write a *reasoned, persuasive* argument. It should not merely be a rehash of others' thoughts and analysis, as presented in the referenced papers. I shall reward imagination: in topic, in analysis, and in synthesis. Familiarise yourself with the meaning of *plagiarism*, and avoid it.

1. Maximum length: For a single-person project: 15 typed, double-spaced pages (or equivalent); for a two-person project: 25 pages; for a three-person project: 33 pages *maximum*. Put additional material in appendices. Number all pages. (If you present typed material, use a minimum of 1½ spacing, and proof-read your typist's work.)
2. Use whatever statistics you decide to be relevant, but always *properly* cite the source of any data you judge to be relevant, including tabular data and reproduced figures. (Remember, you're writing for a skeptical reader, who will want to be able to satisfy himself that you haven't misread reported data.)
3. Do not make bald assertions without presenting substantiation of the claims or evidence to back them up: the mere act of assertion does not render a statement true, or at any rate does not convince the skeptical reader. (Evidence may be simply a citation of the source of the evidence. The citations can go at the end of the essay, *but you should take care to key the bibliographic entries with the references in the text with footnotes etc.* Always give the URLs and dates of any Web pages.)
4. The paper will include your choices and judgments, both implicit and explicit, about content and style. It would be a mistake, then, to write in the falsely objective tone of the passive voice, without stating the actor: "It is felt that . . ." in the term paper—it is far more honest for you to write in the active voice, and to proclaim whose beliefs, feelings, and values you are discussing—your own or others'.
5. Be careful to distinguish description ("what is . . .") from prescription ("what should be . . .") in following someone else's argument, and try not to confuse the two in your own writing.
6. Include an Executive Summary at the beginning, stating your main conclusions and giving the reader some warning of how you propose to structure your argument.

It may help you to write *in rôle*—as though you are a government official advising the Minister, or a businessman urging government action (or inaction), or a trade union official submitting a report to an inquiry, or a consultant advising a client, or a company analyst arguing a position for a superior. But beware of the pitfalls when you attempt to generalise from an example, and remember that your case is weakened if you ignore arguments against it: far better to meet them head on by anticipating and answering them.