Academic Writing and the EE
Organizing your argument/thesis...

Toulmin Method (for the BODY)

1. Thesis
2. Data
3. Bridge
4. Foundation
5. Counterclaim*
6. Rebuttal*

How does your Research Question relate to your Thesis?
Writing with sources OR using your evidence...

Gordan Harvey
Summary

Summarizing your information down to its main points using your own words with some quoted words or phrases from the source. Because a summary is usually of whole chapters, articles or books, it is imperative that the summary be both accurate and concise. Make clear what or whom you are summarizing and put it in your own words. If all of the information is from one source you may mention the author’s name within the summary and end with a page or date citation or you can include the full citation at the end of the summary when the author’s name/source is not mentioned (Harvey 16).
Paraphrase

Similar to summarizing, however you follow the source’s order of presentation or reasoning. Paraphrasing is best used when you need to clarify a difficult statement or concept (Harvey 16).
Gist

When you state just the main claim of a work or argument in a sentence or two (Harvey 17).
Exact Reproduction

- Replicating a chart, graph, figure exactly as it appears
- Quoting exact words from a source
  - Words or phrases within your own sentence use quotation marks if you quote more than 4 words verbatim.
  - Four or more lines as an indented block-still double spaced, with the parenthetical AFTER the terminal punctuation, but as part of the block.
  - Quoting a source within a source-- use the name of the person quoted in the sentence and add “qtd. in” to your parenthetical Jones writes xxx (qtd. in Smith 44). Only the source you used (i. E. Smith) appears in the Works Cited.
- Replicating a chart, graph, figure exactly as it appears
- Quoting exact words from a source
  - Words or phrases within your own sentence use quotation marks if you quote more than 4 words verbatim.
  - Forty or more words as an indented (½ inch) block-still double spaced, with the parenthetical AFTER the terminal punctuation, but as part of the block.
  - Quoting a source within a source-- use the name of the person quoted in the sentence and add “as cited in” to your parenthetical Jones writes xxx (as cited in Smith, 2001, p. 44). Only the source you used (i.e. Smith) appears in the Works Cited.
Reasons to use Exact Quotes

1. The author has made a clear or concise point that cannot be better expressed.
2. Phrase or Sentence is vivid or striking.
3. Important passage is difficult or dense and requires close analysis, so that the reader can follow along with the reasoning the passage produced.
4. Claim being made allows for doubt by the reader so the reader wants to hear exactly what the source says: best when criticizing or disagreeing with a source.

(Harvey 17)
Harvey’s Three Basic Principles

1. Use Sources as concisely as possible, so your own thinking isn’t crowded out by your presentation of other people’s thinking and your own voice lost in your quoting of other voices.
2. Never leave your reader in doubt as to when you are speaking and when you are relying on material from a source.
3. Always make clear how each source you introduce into your paper relates to your argument.
Common Logical Fallacies to Avoid

- Slippery Slope
- Hasty Generalization
- Post hoc ergo propter hoc
- Circular Argument OR Begging the Claim
- False Dilemma/Dichotomy
- Ad hominem
- Ad populem
- Red Herring
- Straw Man
- Moral Equivalence
- Appeal to an Irrelevant Authority

Many more here: https://www.logicallyfallacious.com/tools/lp/Bo/LogicalFallacies
Criterion D: Presentation

Overview of Assessment

Structure: Should use conventions for the discipline. (If you use the Toulmin Method, it should be fine with possible adjustments--see your supervisor.)

Layout:

- Title Page
- Table of Contents
- Page Numbers, Section Headings
- Running Header with Research Question
- References and Works Cited
Criterion D: Presentation

Title Page:
- Title of the essay
- Research Question
- The IB Subject
- Word Count

NO NAME OR SCHOOL NAME

Contents Page:
- Required at the beginning
- All pages should be numbered
- Sub-headings if appropriate

Introduction

Body (A reasoned argument) -- research, analysis, discussion, evaluation

Conclusion

References:
- Consistent
- Works Cited

EE Documentation Checklist (see next slide)
### Documentation checklist

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>When you have used an author’s exact words, have you put “quotation marks” around the quotation <strong>and</strong> named (cited) the original writer?</td>
<td></td>
</tr>
<tr>
<td>(If you indent your quotation(s), quotation marks are not needed, but the author must still be cited; have you cited your indented quotations?)</td>
<td></td>
</tr>
<tr>
<td>When you put someone else’s thoughts and ideas in your own words, have you still named (cited) the original author(s)?</td>
<td></td>
</tr>
<tr>
<td>When you use someone else’s words or work, is it clear where such use starts—and where it finishes?</td>
<td></td>
</tr>
<tr>
<td>Have you included full references for all borrowed images, tables, graphs, maps, and so on?</td>
<td></td>
</tr>
<tr>
<td>Print material: Have you included the page number(s) of print material you have used (especially important with exact quotations)?</td>
<td></td>
</tr>
<tr>
<td>Internet material: Have you included both the date on which the material was posted <strong>and</strong> the date of your last visit to the web page or site?</td>
<td></td>
</tr>
<tr>
<td>Internet material: Have you included the URL or the DOI?</td>
<td></td>
</tr>
<tr>
<td>For each citation in the text, is there a full reference in your list of references (works cited/bibliography) at the end?</td>
<td></td>
</tr>
<tr>
<td>Is the citation a direct link to the first word(s) of the reference?</td>
<td></td>
</tr>
<tr>
<td>For each reference in the list of references (works cited/bibliography) at the end, is there a citation in the text?</td>
<td></td>
</tr>
<tr>
<td>Do(es) the first word(s) of the reference link directly to the citation as used?</td>
<td></td>
</tr>
<tr>
<td>Is your list of references (works cited/bibliography) in alphabetical order, with the last name of the author first?</td>
<td></td>
</tr>
</tbody>
</table>
Criterion D: Presentation

Formatting:

- 12 point font for the EE use Arial
- Double Spaced
- 1 inch margins all around
- Page Numbers (see MLA)
- Running Header with Research Question

MLA 8

- Times New Roman--12pt
- Double Spaced
- 1 space after a period
- 1 inch margins all around
- 1st sentence for each new paragraph is indented ½ in (recommend to use 1 tab)
- Page numbers in header, ½ inch from top, flush right
Criterion D: Presentation

Formatting:
- 12 point font for the EE use Arial
- Double Spaced
- 1 inch margins all around
- Page Numbers (see MLA)

Don’t use the running header with RQ--see APA running header

APA 6th ed.

- [Times New Roman--12pt]
- Double Spaced
- **2 spaces** after a period
- 1 inch margins all around
- 1st sentence for each new paragraph is indented ½ in (recommend to use 1 tab)
- Page numbers in header, ½ inch from top, flush right, **running header flush left**--shortened version of title--not to exceed 50 characters IN ALL CAPS
- Abstract--but we will not use this because IB does not want an abstract..
In-Text Citations MLA

- Include Author’s last name and page number **with NO additional punctuation.** Example: (Austen 255)
- Come at the end of the sentence in which the information being cited appears but BEFORE the terminal punctuation. When citing a direct quotation, the in-text citation comes AFTER the quotation marks, but before the terminal punctuation. **NOTE--this is a change from previous guidelines.**
- If the author’s name appears in the sentence, only the page number is included in the in-text citation. Example: Sisken argues in *The Work of Writing* that Austen’s genius went largely unrecognized in her own lifetime (156).
- If the author is unknown, an abbreviated form of the title appears in the in-text citation. Example: (Way We Were 45)
- If a source is unpagedined, such as a web source, the last name of the author or the abbreviated title are used alone. Example: (Sisken)
- **ALL in-text citations MUST correspond to an entry in the works cited list.**
In-Text Citations APA

- Include Author’s last name, year of publication, and page number with a p. Example: (Austen, 1811, p. 255)
- Come at the end of the sentence in which the information being cited appears but BEFORE the terminal punctuation. When citing a direct quotation, the in-text citation comes AFTER the quotation marks, but before the terminal punctuation.
- If the author’s name appears in the sentence, put the year in parentheses after it and the page number is included in separate in-text citation. Example: Sisken (1999) argues in The Work of Writing that Austen’s genius went largely unrecognized in her own lifetime (p. 156).
- If the author is unknown, an abbreviated form of the title appears in the in-text citation. Example: ("Way We Were," 1987, p.45)
- If a date is unknown, use n.d. Example: (Sisken, n.d., p. 45)
- If a source is unpaginated, such as a web source, the last name of the author or the abbreviated title are used with a paragraph #. Example: (Sisken, 2011, para.7)
- **ALL in-text citations MUST correspond to an entry in the works cited list.**
Tables and Figures APA

- Figures and Tables must be used to assist communication, not to take up space.
- All tables and figures must be referred to in the text.
- Each table/figure must be intelligible on its own. **Explain abbreviations unless they are standard (in., ft., etc.)**
- **NUMBER all tables/figures sequentially.** Abbreviations, terminology, values, headings, etc. **MUST BE CONSISTENT across all tables and figures in the same paper.**
- Do not repeat the same data in multiple tables.
- If you are using a table or figure from another source, COPY IT EXACTLY. Cite in text as you would a direct quotation.
• The Works Cited page begins on a separate page at the end of the paper. The title is **Works Cited**. Do not use quotation marks, etc. Do not use another title.

• Double space everything, but DO NOT USE AN EXTRA SPACE between entries.

• Use a Hanging Indent--this is where the first line hangs out over any subsequent lines in the citation. In many word processors, “hanging indent” is a formatting option. Google docs now has hanging indent! Students may wish to export from Noodletools, but note--your exported Works Cited is only as good as the data you enter...

• The Works Cited list is in alphabetical order by the initial characters in the entry, whether they are the author’s last name or the title.

• **URLS are REQUIRED** for web sources. This is new for MLA; IB also requires URLs.
The References page begins on a separate page at the end of the paper. The title is **References** and it is centered. Do not use quotation marks, etc. Do not use another title.

- Double space everything, but **DO NOT USE AN EXTRA SPACE** between entries.
- Use a Hanging Indent—this is where the first line hangs out over any subsequent lines in the citation. In many word processors, “hanging indent” is a formatting option. Google docs now has hanging indent! Students may wish to export from Noodletools, but note—your exported Works Cited is only as good as the data you enter...

- The References list is in alphabetical order by the initial characters in the entry, whether they are the author’s last name or the title. APA convention is to use the Lastname, F. M. (first and middle initials—if available in the reference). Example: Jones, H.

- Multiple articles by the same author are listed in chronological order from earliest to most recent.

- Journal articles **DO NOT HAVE QUOTATION MARKS** or Italics in the reference list, though you do use quotation marks in the in-text citation.

- **URLS are REQUIRED** for web sources. [IB]
Questions?