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PHIL 435 Standard Essay Format

Standard essay format: 8 ½" x 11" paper, typed, 1" margins, 11-12 font size, clear, readable font (e.g. Times Roman), double space, indent the first line of new paragraphs 5 spaces.

At the end of the essay, include a list of works cited in MLA or Chicago format. For guidelines in citing sources, see the MLA Citation Guide on CANVAS.

When citing a source within the essay, note the reference by the author and page, for example: (Descartes, 78). If you quote **3-5 words** in succession from a source, you **MUST** put the reference in quotation marks.

If you quote more than **3 to 5 lines** from a source, indent and single-space the quote (no quotations). To paraphrase - using the source, but in your own words - close the book so you can be sure the words are in fact your own. Note the author and page after the paraphrase. ANYTIME the ideas or information are not your own, a source should be noted.

NO OUTSIDE RESEARCH

Use Spell Check. Don't forget that Spell Check doesn't catch grammar or usage errors, so **PROOFREAD**.

Use inclusive language. You may use 'he,' 'she,' or 'they' as a generic singular term, as in: 'For an empiricist, a person's knowledge is based primarily on the evidence of her senses.'

Some criteria for evaluating papers:

- *clear thesis
- *consideration of possible objections
- organization
- appropriate length
- supporting reasons and examples
- use of source material (James textbook/readings)



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