

## Writing guidelines

### 1) Citations

A) When quoting directly from the text, you MUST use quotation marks. If you do not use quotation marks, it may be considered plagiarism. You must also provide the author's name and page number (and preferably the date of publication) as a reference. Also note the proper use of punctuation.

Example: Wang Hui calls into question the idea that "the Western concept of scientism does full justice to the implications of the Chinese application of the concept of science" (Wang 1995, 2). He proceeds to rectify this situation by exploring the roots of scientific thinking in China. [1995 is the date; 2 is the page number.]

B) Even if you do not quote directly from the text, it is best to provide page references for your evidence.

Example: Wang Hui considers the term "scientism" to be insufficient in characterizing the approach Chinese scholars have taken to the question of science and its meaning in modern China (Wang 1995, 2).

### 2) Essentialist vs. Specific Terminology

Avoid such essentialist terms as "the Greeks" or "the Chinese." Is what you are saying true of all Chinese (or Greek) people throughout history? Make sure you specify what period you are talking about, and use terms like "Chinese scholars" or "Greek philosophers." These terms are also broad, but at least they achieve some degree of specificity.

### 3) Organize your papers

Even the great rule-breaker e. e. cummings knew the value of structure. (See his beautiful sonnets for examples). Although it may feel restrictive, follow the standard paper format until you are comfortable enough to start breaking the rules. Clear, standard organization makes your paper easy to read. If your paper is easy to read, the reader will be more likely to understand your points and be kind in evaluating your work.

A 3-5-page paper should always have an introduction and a conclusion. The main point of your paper should be somewhere in your introduction, preferably at the end. Your conclusion should summarize the points you made and offer some perspective. In this case, you were asked to provide your own assessment of the arguments found in Lloyd and Needham. The body of your paper should be divided into coherent paragraphs. Each paragraph should have a clear topic. Treat each paragraph as if it were its own mini-paper. The first sentence should introduce the topic, and the last sentence should provide a clear summary.

### 4) Verb Tense

In general, it is best to use the past tense when discussing historical material. You may choose to use the present tense when analyzing the authors' approaches.

### 5) Use the resources available to you

All writers benefit from asking others to help them with their writing. There are writing resources on campus to help you overcome specific problems or make your writing more elegant. At the very least, ask a friend to read your paper and make suggestions. At the end of your paper, acknowledge those who helped you. This is not cheating; it is what all professional writers do.