Rules for Writing and Annotating Muckraking/Investigative Reports
Prof. Furner

The following guidelines will help you avoid common mistakes in presentation that detract from the effectiveness of your piece.

Handling Sources

1. Have as many sources as the assignment requires.
2. Have a bibliography that divides the primary and secondary sources into two clearly marked groups. List them in correct bibliographic form. (See guide on web.)
3. To cite a source in the body of your article or paper, use a super-script number, raised a half-space above the line.
4. Cite your sources as either footnotes or endnotes. Do not use text notes (cites in parentheses in the body of the paper); they are not acceptable. (When did you ever see one in a newspaper or magazine? )
5. Use correct form for notes. Follow any good style manual. There are many in the bookstores if you don’t have one. Turabian or Hacker are good.

Setting up the Paper
If you like, you may set your paper up in columns, and use headlines, bylines, and pictures. Be sure to number pages. Have a good title.

Writing in Good Style
See the guide on writing that accompanies this one.