HIST 133C: PAPER REVISION GUIDELINES

To submit on Tuesday, Nov. 25, 2008 in class:

- o **Web option NO**: If you did not qualify (B+ minimum), or do not want to do the revisions needed in order to qualify for the Web Option, or if you qualified but choose NOT to do the Web Option, you should submit:
  1. The graded **hard copy** I returned to you, with the following: **describe/note in a different color pen**, pencil, or marked with highlighter any changes you are making. If you substantially rewrite a paragraph, write "rewritten, see #[x]" in the margin, where [x] is a number marking that rewritten passage on a separate, new printout of revised paragraphs or passages.
  2. If you are making substantial changes throughout, submit a new printout with all changes, as well as the old marked-up version.

- o **Web option Conditional**: If I said you could still choose the Web Option if you did some additional work, do 1 & 2 as above, and **note at the top** of your graded essay's first page that you are trying to qualify: "Resubmission to qualify for Web Option," and include your e-mail.

- o **Web option YES**: You do **not** need to submit your corrected paper yet, UNLESS you are making major changes to certain text passages, especially your thesis paragraph(s). If this is the case, please make a separate printout as in 1, above (for me to copyedit).
  3. Submit a printout of the additional items §1-6 noted on the Web Option handout.
     - o After these are returned to you, follow the instructions on the separate Web Option handout.

I. My Edit Markings

1. dot under a letter: change capitalization (if lower case, capitalize; if capital, should be lower case)
2. ¶ means start a new paragraph at that point
3. [ ] text can be deleted; ( ) I think another formulation would be better--your call
4.   ⌐ (line with curl at end): words or letter(s) should be deleted.
5. awk. Awkward formulation, please rephrase.
6. **…** under some editing marks: my mistake, just leave as you had it.

II. Grammar Conventions (& Pet Peeves)

7. The book and book author's voice should be in **present tense**; historical events in **past tense**.
8. Do not use the collective singular (with a definite article) to refer to groups; use the plural instead. E.g. *not* "the reader will notice …," but: "readers will notice." This not only indicates that not all readers are alike, but enables you to use "they" instead of having to choose between he & she. Similarly for ~~the historian, the Nazi, the Jew, the German~~, etc. This helps to avoid stereotyping. Exception: when you do want to stereotype: "the common German citizen" (still a bad practice).
9. Place apostrophes correctly; do not use an apostrophe for pluralization (unless the word is possessive): **One Nazi, two Nazis**. That Nazi's gun; that group of Nazis' guns.
10. Capitalization of West/Western, East/Eastern: *only* when these are being used to denote the blocs during the Cold War, *not* when purely geographic. Note: Fulbrook does this wrong.
11. Try to avoid the use of "America" (which can mean two continents) when you mean United States.
12. Recently, the convention for spelling **antisemitism** has changed: no hyphen or capitalization. (This recognizes that there is no such thing as Semitism.)
13. What happened in Germany in 1990 was a unification, not a *re*unification. (Explanation in class.)
14. Do *not* use an **apostrophe** when referring to decades, e.g. "from the **1950s** to the **1970s**."
15. Use "who" when referring to people, "that" when referring to organizations.
16. The past tense of lead is spelled led: Moses led his people to the promised land.

HIST 133C: WEB OPTION GUIDELINES

I. Procedure and Timeline

If you choose to do the web option instead of the final exam, you must do the following:

1. **Write and submit** in *hard copy* §1-§6 in II, below. **Note that §5 is especially important** (lion's share of grade, namely 20 of 25 points)! These are due on **Tuesday, Nov. 25**, 2pm in class.
   - I will edit and grade them, and return them to you after Thanksgiving.
2. **Prepare your book essay file** as follows:
   a   Rename it: AuthorslastnameYourlastnameYear_08v.doc. E.g.: AshMarcuse1997_08v.doc. [Year is the date of your book's publication; 08v stands for 2008-NoVember.] If you don't use MS Word, .rtf (rich text format) is ok, too. (Under **F**ile > **S**ave as, select "type.")
   b   In that computer file, make revisions and corrections. On the graded **hard copy** I returned to you, **please describe/note in a different color pen**, pencil, or marked with highlighter any changes you are making, and *check off* the small copyedits I marked as you fix them. If you are substantially rewriting a paragraph, write "rewritten--see changes on separate printout" in the margin.
   c   After you get the items of II, §1-§5 back, correct them and insert them at the beginning of this file.
   d   If my personal course website's upload page is working, upload items §1-§5 (*not* Gauchospace).
3. On **Thursday, Dec. 4**: Submit the **marked (by me and you) hard copy** of your essay and the **hard copy of the new items II, §1-§5**, also marked is in I.2.b, above.
4. **Image**: Try to find **one image** for the web page header. You may insert it into the word document**, but it must *also* be saved as a separate file**, named as follows: AuthorslastnameDescriptiveword.jpg [.png or .gif]. For example: AshBookcover.jpg. It must be saved and uploaded as a **separate file**. A vertical format is best, 300-600 pixels high. Alternatively, give me the URL or source of an image to get myself.
5. Upload the augmented essay computer file (named as in I.2.a) by 2pm on Thu. Dec. 4 to the Gauchospace website, as well as an image as a separate file (even if it is inserted into your text file).

II. Project Elements [beta upload form: www.history.ucsb.edu/faculty/marcuse/classes/133c/133cproj/07proj/upload/]

Your final submission must have the following elements **in addition to your book essay text:**
(For examples, see the "Index page of student essays," in the menu bar on the 133c course web site.)

§1.   Think of a **meaningful title** for your essay--it should indicate your "angle" on the book you read:
"Descriptive Title in Quotation Marks"   "Justice vs. the Rule of Law: The 1963 Auschwitz Trial"
by Yourfirstname Yourlastname   by Jane Doe

§2.   **Full author name, *Title*, and (publication information)** of the book on which your essay is based. This should be in the following form (do **not** put each item on a separate line; I'll do that): Authorsfirstname Authorslastname, *Title: Subtitle in Italics* (CityOfPublication: Publisher, yearpublished), number of pages. UCSB call number. [include the call number even if you did not use the library copy] Example: Timothy Garton Ash, *The File: A Personal History* (New York: Random House, 1997), 256 pages. UCSB: DD287.4.G375 1997.

§3.   An **About the author** sentence or paragraph, in which you describe: yourself (major, class year, relevant interests), and (as appropriate) why you are interested in and the extent of your knowledge of German/European history (e.g. personal/family connections, previous coursework, travel). You might also say why you chose this particular book or topic.
Example: I am a junior psychology major who has been studying group dynamics. I traveled in Europe after high school and spent two weeks in Germany, including visits to xx and yy in Berlin. I chose to write about Ash's book because I am interested in what life was like under the East German SED regime, in particular how the Stasi worked.

§4.   **An abstract of your essay**, about 150-200 words, in which you *briefly* describe what the book is about, and state the author's and/or your main thesis (the main point the book makes, and what you say about it).

§5. An *annotated* **Bibliography and Links** section, with that heading, and 3 subsections:

i **Book Reviews** of your book, with the full bibliographic information, including links if available on-line. If the review doesn't have its own title, use: "Review of Lastname, *Short Title*."

ii **Web Sites**: the 3-5 most relevant links you can find. **Note**: do not merely take the top search results, but review at least 15 links found using several different search terms before selecting the most relevant.

iii **Books and Articles**. You should list *at least 2* **other books or journal articles** on your topic. The Google books (books.google.com) About this book tab, "Related Books" section (scroll way down) is a good place to start; see also the References from … sections.

- Each item must have an **annotation**--a brief description and assessment of that web page. (See examples from Hist 133c in previous years, and my other Hist 133 courses.)
- **Format for these entries**. Use *one* bulleted paragraph for each entry. After the end of the bibliographic information, start a new line using <shift+enter>; do *not* use <enter>
- **Web page citation format**: Author[if known, or site/institution], "Web page title [if available] in quotation marks" (creation/revision date[if known]), <URL>.
  o You can enter the URL at www.archive.org to get an approximate date when it was created. In that case give the date as, for example: (archive.org: Jan. 2004, last revised May 2007).
  o For **Wikipedia articles** (which have no author), just use the word Wikipedia in place of the author's name, and place the "article's title in quotation marks" (accessed Nov. x, 2008).
  o For books you should include either a library call no., or an amazon or google books link.

§6. The following pledge, followed by your signature (on the hard copy only):

I certify that this essay is my own work, written for this course and not submitted for credit for any other course. All ideas and quotations that I have taken from other sources are properly credited and attributed to those sources. I agree to web publication of this essay.   YOUR SIGNED NAME

§7. **The text of your essay**, already corrected as noted on the hard copy. Please ~~do not use underlining~~, only **bold** and *italics* (underlining is only for links). **Subheadings** are a great idea--try to find appropriate ones for the sections of your essay. For headings, use a separate, left-justified paragraph in boldface type.

III. Formatting Preferences & Conventions for the Web Option Papers

1. The thesis statement and any subheadings should be marked in boldface type.
2. Use only *italics* for emphasis and titles, never underlining. **Underlining is reserved to signify links.**
3. Use **in-text citations** only (Authorslastname, #), e.g. (Ash, 23), **not footnotes**.
4. Place punctuation marks inside the "quotation marks**,"** but page citations outside of the quotation marks and preferably at the end of the sentence, not right after a quotation: Thus:
   When prisoners gave up hope, they were called "Musselmanner" (Dwork/van Pelt, 218).
5. Set off quotations longer than 3 lines/50 words as block quotations: single spaced with .5" left indent. (Do NOT use tabs to do this; rather: **F**ormat > **P**aragraph; then select Left=.5 and **S**pecial=none. Or just click the right indent icon on Word's Formatting menu bar, if you have it visible:)

VI. Grading

This project, like the final exam, is worth 25 points. I expect an equivalent amount of work to what you would do for a final exam.

- You will receive up to 20 more points for annotated sources section (the list of books, articles, and links).
- You will receive up to 5 more points for submitting the items §1-4 and meeting the deadlines, when you confirm that your web page meets the following standards:
  a) Your name and the essay title on the index page and in title bar of browser window are correct.
  b) Your About the author and Abstract sections are correct.
  c) All navigational and external links work (library databases [jstor, ebsco] should be checked at UCSB).
  d) Your online text has been proofread and has no grammar, spelling or formatting errors.
- Ideally, hopefully, this confirmation should happen by the final exam time (Dec. 10), after I've uploaded your page.