

HIST 133D: WEB OPTION GUIDELINES

I. Procedure and Timeline

If you received a B+ or better on your essay, you may opt to do the following instead of the final exam:

1. 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 *besides* the small copyedits I marked on it.
2. **Open & save your book essay file**, naming it as follows: AuthorslastnameYourlastnameYear_083.doc. E.g.: MarcuseFrankl2006_083.doc. [Year is the date of your book's publication; 083 stands for 2008-March.] If you don't use Microsoft Word, .rtf (rich text format) is ok, too. (Under **File > Save as**, select "type.")
3. **Augment your paper** with §1-§5, below. Note that §5 is especially important (lion's share of grade)!
4. Turn on the **Tools > Track Changes** function of Microsoft Word, and then **edit your paper** itself.
5. On **Tuesday, Mar. 4**: Submit the **marked (by me and you) hard copy** of your essay, **with a printout of the new items** §1-§6, below **stapled in front of it**. I will edit and comment on the additional web elements, especially on the annotated references and links.
6. **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: FranklPortrait.jpg. It must be saved and e-mailed as a **separate file**. A vertical format is best. If appropriate, multiple images are acceptable. Alternatively, you can make an appointment with me to scan images in my office. Be sure to bring the source book(s) with you.
7. Make any final revisions and submit an **electronic copy in .doc or .rtf format**, by **Thu, Mar. 13, 8pm**. The electronic copy should be e-mailed to me as an attachment, with an image attached as well. Subject: 133D web: Bookauthorname Year by Yourname ; e.g.: 133D web: Frankl 2006 by Marcuse

II. Project Elements

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:
"Descriptive Title in Quotation Marks" "A Holocaust Survivor Finds Meaning in Suffering"
by Yourfirstname Yourlastname by Harold Marcuse
- §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: Viktor Frankl, *Man's Search for Meaning, 1918-1990* (Boston: Beacon, 2006 ed [1959]), 165
pages. UCSB: D805.G3 F7 1962.
- §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 heard a Holocaust survivor speak in my junior high school, and I was moved by several Holocaust-themed films, such as *Schindler's List*. I also visited Auschwitz during a trip in 2006. I chose to write about Frankl's book because I am interested in how people make sense of horrible things that happen in their lives.
- §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 they/you make).
- §5. An **annotated Bibliography and Links** section, with a heading, and 3 subsections: **Book Reviews** (with the full bibliographic information for the reviews you found--including links if available on-line), **Web Sites**, and **Books and Articles**. You should list *at least 2 other books or journal articles* on your topic, and ca. 5 most relevant links you can find. Note: do not merely take the top search results, but review at least 20 links found using several different search terms. Each link should have an **annotation**--a brief description and assessment of the web page. (See examples from my other courses.)[continued, over]


- Web page citation format: Author[if known, or site/institution], "Web page title[if available]" (creation/revision date[if known]), <URL>. For Wikipedia articles (as a case with no author), just use Wikipedia in place of the author's name. You can enter the URL at www.archive.org to get an approximate date when it was created.
- For books you should include either a library call no., or amazon or google books link.

§6. **The text of your essay**, with the corrections 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.

§7. Include also this pledge, followed by your signature:

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

III. 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
4.  (line with curl at end): delete letter(s) or words. (I don't like extra words.)
5. awk. Awkward formulation, please rephrase.
6. ... under some editing marks: my mistake, just leave as you had it.

IV. Grammar Conventions (& Pet Peeves)

7. 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 and he/she. Similarly for ~~the historian, the Nazi, the Jew, the German~~, etc. In general, it helps to avoid stereotyping. Exception: when you do want to stereotype: "the common German citizen" (but still a bad practice).
8. 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.
9. Do *not* use an apostrophe when referring to decades, e.g. The "golden years" of the mid-**1930s**.
10. Recently, the convention for spelling **antisemitism** has changed: no hyphen or capitalization. (This recognizes that there is no such thing as Semitism.)

V. Formatting Preferences & Conventions

11. Pages should be **numbered in the top center or right** [Insert > Page Numbers; select those options]
12. The thesis statement and subheadings should be marked in boldface type.
13. Use only *italics* for emphasis and titles, never underlining. **Underlining is reserved to signify links.**
14. Use in-text citations (Authorslastname, page#), e.g. (Frankl, 23), **not footnotes**.
15. 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 some prisoners gave up hope, they were called "Musselmanner" (Dwork/van Pelt, 218).
16. Quotations longer than 3 lines/60 words set off as block quotations: single spaced with .5" left indent. (Do NOT use tabs to do this; rather: Format > Paragraph; then select Left=.5 and Special=none.)
17. The book and book author's voice should be in **present tense**; historical events in **past tense**.

VI. Grading

- This project, like the final exam, is worth 25 points. 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 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, asap] should be checked at UCSB).
 - d) Your online text has been proofread and has no grammar, spelling or formatting errors.