

Essay Guidelines

The essay should be five to seven pages long, not including the Title Page, References, and Appendix. Here is a general model to follow:

I. Cover Page (Title Page)

The title should reflect the main theme. Include your name, course, class time and date. All the information should be centered.

II. Body

1. Introduction (1-3 paragraphs)--Inform the reader of the general theme and its related topics. How are you going to develop the problem? What is the theoretical stance of your analysis? Give some preview of the points you are going to develop in the text. In this case, your topic.
2. Topic Development (2-3 pages; approx. 4-6 paragraphs)--Explain to the reader the resources you are using. Tie your topic(s) to the course and to the texts if possible. All the points should be structured in such a way that they are supported with facts (i.e. use citations). Make sure all these points flow together and that you use transitions. (It is always a good idea to have an outline next to you as you write).
3. Concluding Section (1-3 paragraphs). This is your opportunity to put your points of view into the general perspective. What new perspectives do you propose? Mention any problems encountered and personal biases, preferably keeping it in the third person.

III. References

- All the works you cite in the text should be listed here, even if you use footnotes. Use any style (MLA, APA, AAA) but use it consistently. All the websites employed should be listed as well.
- Avoid plagiarism: Always cite your sources, even if you use information vaguely related to the source of your information. Here are some examples of how to cite in the Body (see below): 1. Direct quotes or very close to the source: for example, ...professor Jorge Sanchez, indicates in his investigation that "[...] the archaeological site in Jalisco tells us that [...]" (Sanchez, 1999: 12-15). This is assuming the citation comes from pages 12-15 . If using related information that comes from the text but it is not a direct quote, still cite (Sanchez, 1999).

IV. Appendix

- Use this section only if you are going to use any images, maps, tables, charts, or graphs you referred to as "figure 1 (See Appendix, Fig. 1)," "figure 2 (See Appendix, Fig. 2)," and so on in the text.
- Here is where you should also include the list of questions, the people interviewed, and your results if you conducted any. Make sure you refer to them in the body of your work as "(see Appendix, List 1)", or "(see Appendix, Table 1)."
- All the images have to be cited; even they are your own photographs. If you download them from the Internet, include the URL of the main page (where it ends in ".com," ".edu," or ".org")