

Guidelines for MMW Papers

These guidelines cover the following:

- I. Formatting and Documentation of MMW Papers
- II. TritonEd and Turnitin Submissions
- III. Due Dates and Late Paper Policy
- IV. Academic Integrity Policy

I. Formatting and Documentation of MMW Papers

Follow these guidelines for *all* papers written for MMW (unless otherwise instructed):

- Provide a complete, double-spaced heading that includes your name, your TA's name, your section number, the assignment number or title, and the date.
- Type with Times New Roman 12-point font and double-space the paper, including the heading (no single-spacing).
- Number pages using MLA format.
- Give the paper a title.
- Use 1" margins on all four sides.
- Use MLA documentation to credit all sources, including lecture and Internet material. For documentation format, see *A Writer's Reference* and <http://owl.english.purdue.edu/owl/resource/747/12/>.

II. TritonEd & Turnitin Submissions

Submit your papers and required materials to your TritonEd section site via the "Submit Assignments" link.

For papers requiring a Turnitin submission, you will also submit those separately through the TritonEd "Turnitin Submissions" link.

For MMW 13, 14, 15, 121, and 122, you are required to make a .PDF or .DOCX copy of every research source you use in your paper. You are also required to submit your final essay to Turnitin.com via the TritonEd Submit Assignments link.

For each source you use in your research project, you will need to scan and submit the following as a .PDF or .DOCX file:

- title page of the source
- copyright page of the source
- each page from the source you used, highlighting the words, ideas, and information you used from the page

Submit each source as a separate file via the Submit Assignments link on your Section TritonEd site.

***VERY IMPORTANT*: Do not click “Submit” until ALL required files are attached: the essay, the rubric, all sources, and any other required materials for the particular assignment. You will only be allowed one submission on TritonEd.**

For MMW 13, please follow these specific instructions:

1. Paper Submission (One submission, multiple files)

- a. Save and name the Assignment + the number of the assignment (1, 2, 3, or 4) as a separate .DOCX file.
- b. Download the grading rubric from your TritonEd site. Save as a .PDF or .DOCX file named “rubric.” Attach it as a separate file.
- c. Make a .PDF or .DOCX copy of every research source you use in your paper. For each source, submit an electronic file with the title page, copyright page, and each page with material you used highlighted.
 - i. Scan the title page, copyright page, and each page of all sources that you use and cite
 - ii. DO NOT SUBMIT A WHOLE BOOK OR ARTICLE—only the part you use
 - iii. Highlight the passages you used, whether summarized, paraphrased, or quoted.
 - iv. Cite each of these sources—if you used it, cite it!
 - v. Double-check your work. You can work either on hard copy or directly in PDF. If you use hard copy, please scan and save your highlighted pages as a .PDF file.
 - vi. Save all your source documents in either the .PDF format. Do not save them as JPEGs, or any other format. Only .PDF. UCSD’s Library has computers with Adobe that can consolidate pages into one PDF file
 - vii. Save each document as a separate file and name your source files as follows: Author’s last name_Title of Document (can be a short version of the title, as long as it correlates to the Works Cited list in a clear way)
 - viii. Upload files one at a time by clicking “Browse My Computer” for your scanned/saved Source files and selecting each document, as seen in the screenshot that follows on the next page.
- d. Save and name peer feedback from the rough draft workshop as a separate .PDF or .DOCX file. Name your file with the first names of the peers who gave you feedback, such as “Feedback Lu Jack.”
- e. Click on the “Submit Assignments” link, and choose the assignment for which you are submitting.
- f. Click “Browse My Computer” and upload ALL required files, as specified for the assignment: “Draft,” “Rubric,” “Feedback [first names],” “Sources”
- g. After you have checked that you have uploaded ALL your documents, click “Submit.” If you submit before you have uploaded every part of the assignment, then you will need to contact your TA and ask them to delete your submission and resubmit. Your work will be marked as LATE, and late penalties will accrue (-1/3 letter grade for each day late, starting with any time after the paper was due). **Do not** submit until ALL files are attached – you will only be allowed **one submission** on TritonEd.

2. **Turnitin Submissions:** For assignments requiring a Turnitin Submission,
- Save another copy of your draft as “Turnitin.com Draft” and the assignment number. Go to “Turnitin.com Submissions,” and go to the number of the assignment. Click “View/Complete.” Fill out the blanks, choose the file you want to submit, and click “Upload.”
 - Save your time stamp and paper id for the Turnitin submission. When you submit your paper to Turnitin through TritonEd, the system sends an email to your UCSD email address with a paper ID and a time stamp. Keep this email!

*Your TA will not grade your assignment until all of these have been submitted. Late penalties will apply until the assignment is completely submitted.

Here is a screenshot of one student’s sources:

Upload Assignment: Prospectus+Sources

Cancel Save as Draft Submit

1. Assignment Information

Points Possible
4

2. Assignment Submission

Text Submission Write Submission

Attach File Browse My Computer

Attached files

File Name	Link Title
Cha_Prospectus.docx	Cha_Prospectus.docx Do not attach
Holloway's Pills Advertisement.pdf	Holloway's Pills Advertiseme Do not attach
Hunt_Inquiry on Cholera.pdf	Hunt_Inquiry on Cholera.pdf Do not attach
Robertson_On the treatment of epidemic cholera.pdf	Robertson_On the treatment Do not attach
Snow_Cholera and the water supply.pdf	Snow_Cholera and the wate Do not attach
Snow_On the mode of communication of cholera.pdf	Snow_On the mode of comm Do not attach
Snow_The mode of propagation of cholera.pdf	Snow_The mode of propaga Do not attach

How to Find Your TA's Grades and Comments on Your Papers

After your TA has graded all the papers in a section, the TA will release the papers in the TritonEd Grade Center so that you can see your grade. Look in both the comments and feedback sections for your TA's comments and explanation of the grade.

III. Due Dates and Late Paper Policy

All papers must be turned in electronically to TritonEd **by the beginning of lecture on the due date**.

You may not turn in hard copy papers to the MMW office, nor may you put them in your TA's mailbox.

Papers that are left with the MMW Program or in a mailbox will not be graded.

You will lose one-third of a letter grade for each day that a paper is late. Ask your TA whether a paper may be turned in without penalty later in the day. Remember that a weekend counts as three days; if your paper is due on a Friday and you don't turn it in until Monday, you will lose an entire letter grade.

A late paper must be turned in before the next paper is due, or it will fail. The final writing assignment must be turned in before the final exam, or it will fail. If your paper is more than 12 days late, you will not be able to make a passing grade on the paper even if it would have been an A paper. However, you must turn in a paper—even a paper you have failed due to lateness—in order to pass the class.

IV. Academic Integrity

MMW requires each writing assignment to be the product of original individual work. While we encourage you to discuss your ideas—and to share your sources of information—with others, we expect the words you submit in your paper for a grade to be yours.

We hope that you will never feel the need to plagiarize out of fear that your own work isn't good enough. We expect students to write like students, not like professionals. What matters most is for you to demonstrate that you've thought about the material and that you've learned something from it. Your own words are the best reflection of you.

Plagiarism consists of using an author's **words, ideas, or facts**, or of copying the **structure of an author's work** without acknowledging that author as your source. It is your responsibility to ensure that nothing in any of your papers is plagiarized. Consult a writing handbook or talk with your instructors if you are unsure of exactly what is and what is not considered to be plagiarism, or if you are unclear about the rules for the correct citation of sources. Give credit to all authors and speakers whose work you use, and **enclose all quoted material in quotation marks**. As a rule, it is better to give too much credit than too little – so when in doubt, cite.

You are responsible for complying with the University's ***Policy on Integrity of Scholarship*** outlined as follows:

1. No student shall knowingly procure, provide, or accept any unauthorized material that contains questions, or answers to any examination or assignment to be given at a subsequent time.
2. No student shall complete, in part or in total, any examination nor assignment for another person.
3. No student shall knowingly allow any examination or assignment to be completed, in part or in total, for himself or herself by another person.
4. No student shall plagiarize or copy the work of another person and submit it as his or her own work.
5. No student shall employ aids excluded by the instructor in undertaking course work or in completing any exam or assignment.
6. No student shall alter graded class assignments or examinations and then resubmit them for regrading.
7. No student shall submit substantially the same material in more than one course without prior authorization.

Here are some forms of academic misconduct that violate University Policy:

Unintentional plagiarism. For example, if you include a direct quotation in your paper—even one that's only a few words long—you must be sure both to enclose it in quotation marks and to acknowledge your source with a parenthetical citation. A **paraphrase**, while not enclosed in quotation marks, must also be introduced with the name of the source and followed by a parenthetical citation. Even sources with anonymous authors, such as many websites, must be credited in this way.

Fabrication of a source citation. Taking material from one source but crediting that material to another source, or making up a source citation – also violates University rules. Provide correct citation information. **Attributing material to the wrong author or the wrong text** is almost as bad as giving no credit at all.

Submitting previous work. Using the same material that you have submitted in a previous course for new credit in MMW is prohibited unless you have the permission of your TA. Research and writing in MMW papers must be original (your own work) *and* original to the MMW course you are currently taking. If you have questions about using *any* previous work (even if it is only a sentence), please get the written permission of your TA; otherwise, this will be considered a violation of the Policy.

Please read the full Policy: <http://students.ucsd.edu/academics/academic-integrity/policy.html>.

For more information on how to cite correctly and avoid plagiarism, see *A Writer's Reference*, pp. 280-284, 400-403.

Consequences of Academic Misconduct

The University considers plagiarism and other academic misconduct to be serious academic offenses. Anyone whose paper appears to contain a plagiarized passage or to otherwise violate the

rules on academic integrity will have his or her work reviewed by MMW's Academic Coordinators and the professor. If the violation is found to be serious enough, the student could receive an "F" on the assignment or an "F" for the course (the academic sanction is determined by the professor) and the student's file will be forwarded to the ERC Dean of Student Affairs. If the Dean determines that there is, indeed, academic misconduct, she will impose a conduct sanction, the severity of which will depend on the extent of the misconduct. Even a first offense can result in a quarter's suspension. The standard sanction for a second offense is suspension or permanent dismissal from the university. Any instance of academic misconduct can be recorded in a student's file. Such a record might interfere with a student's acceptance into law, medical, or graduate school, or might make that student ineligible for positions requiring a security clearance, such as a government internship.

