

## WRITING A ROUGH DRAFT AND INCORPORATING SOURCES

The following suggestions should make your tremendous task bearable:

1. When you write your rough draft, write on every other line on only one side of each sheet. Save yourself plenty of room for revisions and additions.
2. Don't be overly concerned with style in your rough draft. Write rapidly and spontaneously, recording thoughts as they come to mind. If you are concerned at this point about the finished product, you will lose momentum and continuity. Follow the main points of your outline, supporting them with facts, examples, illustrations, quotations. Develop one idea before moving on to the next. Remember that each sentence must relate logically to the sentence it follows, in the same way that each paragraph must be connected to the preceding one by signals of transition.
3. Do NOT string quoted passages together. Your paper is not a mere assemblage of QUOTED material. You should incorporate quoted material to substantiate an idea, introducing or explaining the quotation: e.g.

While Mildred Critic views contemporary art as a manifestation of mindlessness, John Professor takes a totally different stance. He writes, "Contemporary art in the United States is the best art since cave paintings."<sup>34</sup>

4. Do NOT quote material out of context. Instead, credit the author with his intended meaning.
5. Quote *relevant* material. Make certain that the quotation not only pertains to but *supports* your point.
6. In using paraphrased material, make clear exactly what has been paraphrased. Never restate an author's words or ideas without giving him or her credit.

*the source:* "Knowledge is capable of being its own end. Such is the constitution of the human mind, that any kind of knowledge, if it be really such, is its own reward." (John Henry Cardinal Newman)

*the paraphrase:* Knowledge is its own end because the human mind naturally craves it. (Such a paraphrased statement would have to be footnoted.)

7. Avoid using the same hackneyed expression to introduce quoted material. Instead of always writing, "John Smith says...", try to let the quotation flow more naturally into your prose.

! In Farming in America, Sidney Field acknowledges that "They don't shoot horses anymore."<sup>25</sup>

! Contrary to Smith and Brown's opinion, Jones insists that "the American people need to watch less TV and read more books."<sup>15</sup>

! In an attack on pornography, Simon Good writes, "Dirty books are like dirty clothes. They should be washed and hung out on the line or else be thrown back into the closet where they belong."<sup>44</sup>

! According to Leonard Hardy, "Eighteenth century hygiene had an enormous effect on the tone of Swift's poetry."<sup>12</sup>