



Essay Requirements and Resources for Native Studies

The following is a brief explanation of what is required for essays. In all Native Studies courses at Nipissing University, students are required to follow specific citation guidelines. Therefore, students should refer to the “Condensed Style and Reference Guide for Native Studies” handout. This handout is designed to compliment the "Assignments" handout.

Meetings

If assistance is required with essay writing, contact [Prof. Terry Dokis](#) as soon as possible for assistance.

Methods of Citation

There are three methods of citation that are commonly used in university. In Native Studies, the Chicago Style of Documentation. Refer to the Native Studies Condensed Reference and Style Guide.

Writing Format

All essays are to be written in “formal writing”. Therefore, students are required to avoid using 'I' or other personal pronouns. Instead, use alternate methods to say “you” or “we”. The use of “one” or “one’s” for example, is acceptable.

Long Quotations

The use of direct quotations is not only wise, but it adds credibility to one's writing. Do not use direct quotations that are more than eight lines in length, otherwise marks will be deducted. The use of too many direct quotations makes any essay look like a summary of someone else’s writings, instead of a presentation or interpretation of a topic.

All direct quotations more than four lines are to be single spaced, presented in a smaller font (1 point size smaller than the rest of the essay text), and indented on both sides.

Font Size

Please do not use a font smaller than 12pt. The standard font that should be used is 12pt; anything smaller than 11pt is difficult to read and could result in a loss of marks.

Sources / Referencing

DO NOT USE THE SAME SOURCE OVER AND OVER AGAIN IN AN ESSAY!!! In other words, do not use one source, then “Ibid” it three times, only to use another source, then refer back to the first source your quoted from and then “Ibid” it again, and so on. Instead, use a variety of sources, which indicates that a writer took time to research and review all possible material. It also provides variety to one's writing.

Proper referencing is key to a successful university essay, as is accuracy and frequency. There is a fine line between not referencing enough, and referencing too much.

Also keep in mind that the minimum number of books required, as indicated in the assignment outline, is merely a suggestion. Consider using more than the minimum. Use of the course text(s) should be rare in the essays. The course texts do not count as minimum sources. If there is a Course Pack for this class, students may utilize one article from the Course Pack in the essay. Review the Course Pack, as it can be a guide to other sources that may be of use for assignments.

DO NOT QUOTE CLASS LECTURES

Students are not permitted to quote class lectures in any way (direct quotation, paraphrasing, etc.). Students are required to research outside of the classroom for assignments.

Reserve Material

For a listing of all resources on reserve, please consult the library website at:

<http://www.nipissingu.ca/library>

Then select – *LIBRARY CATALOGUE*

Tours of the Library can be arranged. Consult a Library Technician at the Support Desk.

E - Resources

The E-Resources section is one of the most valuable resources one can find. This is a database of Electronic Journals. All of these have been printed in scholarly journals.

Plagiarism

Nipissing University, the Department of Humanities and Cultural Studies, and the Native Studies Program do not take too kindly to Plagiarism. Full details on Plagiarism can be found on the Nipissing Web Site at:

<http://www.nipissingu.ca/documents.cfm?smocid=1530>

Also, the information can be obtained from the current Academic Calendar (2004-2005) on Pages 270-271.

As the Nipissing University Academic Calendar indicates:

“Essentially, plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Most commonly plagiarism exists when:

1. the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work.
2. parts of the work (e.g. phrases, ideas through paraphrase or sentences) are taken from another source without reference to the original author.
3. the whole work (e.g. an essay) is copied from another source and/or
4. a student submits or presents a work in one course which has also been submitted or presented in another course (although it may be completely original with that student) without the knowledge or prior agreement of the instructors involved.
5. plagiarism should be noted and reported to the Dean.
6. students should be informed of the University's definition and policy on plagiarism.

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A Note on Meeting Minimum Requirements

When writing an essay, one must keep in mind the minimum requirements. If the minimum requirements (clear and well written, word count, number of sources, accurate and appropriate use of the Chicago Style) are not met, then it is likely that the essay will result in a failure. It is the responsibility of the student to meet the minimum requirements. Going beyond the minimum is strongly encouraged.

The following additional requirements must be followed for all essays and assignments in Native Studies:

- At the bottom of the title page, all students are required to provide a word count. Remember: Title page, Bibliography, long quotations, and footnote references ARE NOT INCLUDED IN THE WORD COUNT.
- Be prepared to submit an electronic copy of your essay.
 - This can be done using a 3.5" Floppy Disk, or by CD-R.
 - The electronic copy does not replace a hard copy of your essay.

Points to Consider

The following are suggestions based on previous essays:

- Do not submit a 'rough copy' as a final copy. Take time to carefully examine the essay before submission.
 - During the essay writing process, it is common for one to go through several rough copies. A general rule of practice is:
⇒ *Think, Plan, Outline, Write – Rough Draft, Review, Edit, Review, Edit, Write – Final Copy, Submit, Relax!*
- Avoid general Internet sites. Please keep Internet site use to a minimum. Also, keep in mind that they do not count towards the minimum sources. The minimum is at least five textual sources, with more than five strongly encouraged.
 - An example where citing from the Internet would be acceptable: Reference to the *Indian Act*. One could go to the Department of Indian and Northern Affairs Canada website and view the electronic copy. This is a government site; therefore it is a *credible* source.
- Interlibrary Loans (ILL's) are available at any time. It is the responsibility of the student to order the ILL's and ensure that the source is acquired long before the essay is due. Remember to check the library frequently as the library continues to add new books to the Native Studies section.

- More frequent referencing is needed. Be sure to reference any and all borrowed information. In addition, ensure that references are accurate.
- Remember that the student is responsible for the quality of the product submitted. Write with enthusiasm, pride and accuracy.