SOURCE ANALYSIS PAPER INSTRUCTIONS
HIST 189A / PROF. GENDZEL / FALL 2015 ONLY
DUE IN CLASS AT 1:30 PM ON OCT. 8 OR NOV. 19

WHAT IS THE ASSIGNMENT?
This writing assignment (5-7 pages plus bibliography) consists of four parts:

1. Find the list of approved databases posted on the course website. Explore the databases and look for primary sources about California before 1900 that discuss whatever topic interests you. Ask Prof. Gendzel for help if you are unfamiliar with primary sources or how to find them in the approved databases.

2. Choose FOUR primary sources (minimum 1500 words each) relevant to your topic from the approved databases posted on the course website. Do NOT use sources from anywhere else. Do NOT use post-1900 secondary sources by historians. Do NOT use any source containing fewer than 1500 words.

3. Describe, analyze, compare, and quote from all of your sources. Cite them fully, including the original publication information (author, title, publisher, date) and the names of the database(s) where you found them.

4. Formulate a conclusion about your topic based on what you found in your primary sources.

HOW WILL IT BE GRADED?
Your Source Analysis Paper will be graded on the following basis: the variety of your primary sources and their relevance to your topic (20%); how well you describe, analyze, and quote from your primary sources (40%); your conclusion and how well you support it with primary sources (30%); style and references (10%). Download the HIST 189A Source Analysis Paper Grading Rubric from the course website for more information on how your paper will be graded. Print out the rubric and staple it to the back of your paper when you turn it in. Using any unapproved source, or any source written after 1900, or any source with fewer than 1500 words, will result in a grade of “F” (0 points).

WHEN IS IT DUE? HOW DO YOU TURN IT IN?
The Source Analysis Paper is due at 1:30 PM on Oct. 8, or at 1:30 PM on Nov. 19, if you turned in your Book Review on Oct. 8. You must submit your printed paper in class to Prof. Gendzel at that time, and you must submit the same paper electronically to TURNITIN through CANVAS before that time (see p. 6 for instructions). Print out and attach the HIST 189A Source Analysis Paper Grading Rubric to the back of your paper when you turn it in. Any paper not submitted to TURNITIN through CANVAS will receive a grade of “F” (0 points).

CAN YOU TURN IT IN LATE?
Late papers will be penalized 15 points for missing the due date/time by up to 24 hours. An additional 15 points will be deducted for missing the due date/time by another 24 hours or any portion thereof (including weekends, holidays, Thanksgiving break, “dead” days, etc.) until the late paper is submitted to TURNITIN through CANVAS, which is the ONLY way to submit late papers. No late papers will be accepted more than 48 hours past the due date/time. Any paper submitted more than 48 hours past the due date/time will receive a grade of “F” (0 points).
PROCEDURE FOR WRITING YOUR SOURCE ANALYSIS PAPER

STEP 1: EXPLORE THE DATABASES AND THINK ABOUT TOPICS
Find the approved databases posted on the course website. Search the databases for primary source documents written before 1900. Think about pre-1900 California history topics that interest you. Look for pre-1900 documents relevant to these topics. The approved databases contain thousands of acceptable documents. If you can’t find documents relevant to your topic, try another topic.

STEP 2: CHOOSE A TOPIC AND FOUR PRIMARY SOURCES
Narrow down your topic based on the primary source documents that you can find. Choose FOUR primary source documents about California history, written before 1900, with at least 1500 words each. Multiple chapters or different parts of the same source do not count as different sources. Do NOT choose post-1900 secondary sources by historians. Do NOT choose photographs, cartoons, poems, posters, songs, paintings, drawings, maps, or anything else with fewer than 1500 words. Choose a VARIETY of different types of sources relevant to your topic, NOT all the same kind of document (e.g., not all newspaper articles, not all speeches). Your sources must come from the assigned databases—NOT from any other books, magazines, journals, encyclopedias, database or website. Using any unapproved source, or any post-1900 secondary source, or any source with fewer than 1500 words, will result in a grade of “F” (0 points).

STEP 3: DESCRIBE AND ANALYZE YOUR SOURCES
Describe and analyze your sources in sufficient detail to prove that you read them carefully and completely while considering their historical significance. For each source, give the basic information necessary to understand any primary source document: who wrote it, when was it written, why was it written, where did it originally appear, and what does it say? Quote from your sources, but not excessively or at great length. Paraphrase sources in your own words, adding brief quotations that capture each source’s perspective and meaning. Analyze your sources by placing them in historical context. What points of view do these sources express? What do they reveal about California history before 1900? What questions do they raise? Compare your sources: how do they agree and/or disagree with each other? What accounts for these similarities and differences? Cite all of your sources properly in CHICAGO STYLE (see pp. 3-4 below). For every source, your references must NAME THE DATABASE where you found it, provide the ORIGINAL PUBLICATION DATA (including author, title, and publication date), and list the FULL WEB ADDRESS (URL). Use pre-1900 primary source documents, not post-1900 secondary sources by historians.

STEP 4: REACH A CONCLUSION
In writing history, it is never enough to simply list facts, narrate events, or summarize primary sources. Historians must INTERPRET the past, so you must draw an overall conclusion about your topic based on what you found in your primary sources. After considering the evidence that you have presented from your primary sources, what is your conclusion? What is the significance of these documents for understanding your topic? What did you learn from them? How do they help to explain what happened and why it happened? A conclusion is NOT just that something was “important” or “interesting” or “changed.” You have to EXPLAIN what happened in the past by interpreting the evidence you found in your primary source documents.
FORMAT & STYLE

Source Analysis Papers must be typed or word-processed, double-spaced, on 8.5” x 11” paper, with standard-size font (ca. 12 characters per inch) and one-inch margins all around. You may use double-sided pages to save paper. At the top of the first page, put your name and the date you are submitting your paper. Title your paper to indicate your topic. Number your pages sequentially (1, 2, 3, etc.) and staple them together. Your paper should be 5-7 pages long, plus a 1-page bibliography. Slightly longer papers are acceptable; shorter papers are not. Do NOT insert extra space between paragraphs. Do NOT include a title page, cover page, or folder. Download the HIST 189A Source Analysis Paper Grading Rubric from the course website, print it out, and attach it to the back of your paper.

Use plenty of brief quotations from your sources, but don’t overdo it. Don’t let quotations do your writing for you. Try to paraphrase and summarize in your own words, too. Don’t quote at random or at great length. Instead, use carefully chosen quotations that perfectly capture the meaning of your sources, contrasts between them, or your claims about them. Don’t quote from non-original, post-1900 introductions, forewords, or prefaces to your sources. You must ALWAYS place quotation marks around other people’s words, which you then must quote EXACTLY as written. Omit quotation marks only for single-spaced block quotations of more than five lines.

When comparing and analyzing your sources, be specific. Avoid vague, general, simplistic, imprecise, trite, or meaningless observations: “all of the sources were interesting,” “they all said pretty much the same thing,” “they really showed what history was like,” etc. Spellcheck and proofread your paper very carefully. Beware: automated spellcheckers miss many errors of spelling, grammar, syntax, punctuation, sentence structure, word choice, and word usage.

REFERENCES IN CHICAGO STYLE ONLY!

Your paper must include references (footnotes or endnotes) and a bibliography in CHICAGO STYLE. You MUST provide properly formatted references for EVERY quotation, paraphrase, or statement that is not 100% your own words or ideas. Your references and bibliography MUST indicate the original publication data (author, title, place, publisher, date) for your sources, as well as the name(s) of the database(s) in which you found them, including the appropriate page numbers (if any), and the full web address (URL) for every source.

Format your references and bibliography in CHICAGO STYLE. Do NOT use APA style, MLA style, or any form of parenthetical references. Chicago-style references appear as superscript numerals at the ENDS of sentences, referring to footnotes at the bottom of the page, or to endnotes at the end of your paper, each one citing a specific place in a specific source. Number your references consecutively (1, 2, 3), NOT with Roman numerals (i, ii, iii). After your first reference, subsequent references to the same source, even on different pages of your paper, can be cited by author and title alone. Use Ibid. when citing the same source in successive footnotes or endnotes. Do NOT copy and paste book titles or references. For more guidance in using Chicago style, click on the “Links to Chicago Style Guides” posted on the course website (see URL on p. 1 of the syllabus) and see the examples on p. 4 below.
SAMPLE FOOTNOTES OR ENDNOTES IN CHICAGO STYLE:

1 George Horatio Derby, *Phoenixiana; or, Sketches and Burlesques* (New York: Appleton, 1903; orig. pub. 1855), 112, in California as I Saw It: First-Person Narratives of California’s Early Years, 1849-1900 <http://memory.loc.gov/cgi-bin/query/r?ammem/calbk:@field(DOCID+@lit(calbk198div23))>.

2 Ibid., 114.


4 Derby, *Phoenixiana*, 35.

SAMPLE BIBLIOGRAPHY ENTRIES IN CHICAGO STYLE:

Derby, George Horatio. *Phoenixiana; or, Sketches and Burlesques* (New York: Appleton, 1903; orig. pub. 1855). California as I Saw It: First-Person Narratives of California’s Early Years, 1849-1900 <http://memory.loc.gov/cgi-bin/query/r?ammem/calbk:@field(DOCID+@lit(calbk198div23))>.


DON’T PLAGIARIZE!

This assignment does NOT require ANY additional reading or research other than four primary sources from approved databases, each source at least 1500 words in length and written before 1900. You are expressly FORBIDDEN to use ANY other sources. Do this assignment on your own and write in your own words. Do NOT use post-1900 secondary sources written by historians. Do NOT use the textbooks or any unapproved database, website, encyclopedia, magazine, newspaper, book, other people’s papers, or ANY other source for this assignment. To receive a passing grade on this assignment, you must place QUOTATION MARKS around words that you didn’t write and provide a properly formatted FOOTNOTE or ENDNOTE in Chicago style for every source of words or ideas not your own. Every source used in your paper must be properly cited in your references and bibliography. Failure to fulfill this simple requirement may result in a grade of “F” in the course on the grounds of cheating or plagiarism (see p. 5 below under “Academic Integrity”).

From SJSU Academic Senate Policy S07-2: “San José State University defines plagiarism as the act of representing the work of another as one’s own without giving appropriate credit, regardless of how that work was obtained, and submitting it to fulfill academic requirements. Plagiarism includes: knowingly or unknowingly incorporating the ideas, words, sentences, paragraphs, or parts of, or the specific substance of another’s work, without giving appropriate credit, and representing the product as one’s own work.”

YOUR NAME ON YOUR SUBMITTED PAPER CONSTITUTES YOUR PROMISE THAT IT REPRESENTS 100% YOUR OWN INTELLECTUAL EFFORT, UNLESS YOU EXPLICITLY AND PROPERLY ACKNOWLEDGE EVERY SOURCE.
ACADEMIC INTEGRITY

See the policies on Academic Integrity, Cheating, and Plagiarism in the course syllabus and in SJSU Policy S07-2. Note that plagiarism will result in an automatic grade of “F” for this course—not just for this assignment, but for the entire course (SJSU Policy S07-2). You must consult with Prof. Gendzel in advance if you are somehow “unsure” or “confused” about what might constitute plagiarism. Even if you plagiarize from multiple sources, change some words, move sentences around, or add some words of your own, it’s still plagiarism. Likewise, even if you claim that you did not “mean to” plagiarize when you plagiarized, or that you “forgot” to include quotation marks and references, or that your computer must have “accidentally” omitted references, or that your “friend” typed your paper and omitted quotation marks or references without your knowledge, or that you “didn’t know” you were not supposed to use any outside sources, etc., it’s still plagiarism and it’s still a violation of academic integrity. Claims of innocence, good intentions, forgetfulness, ignorance of rules, reliance on others, or technological failures do NOT excuse plagiarism. The way to avoid trouble is to follow instructions, set aside enough time to write, avoid the Internet, and restrict yourself to four approved sources—nothing else.

A SIMPLE RULE: IF YOU COPY AND PASTE ANY WORDS FROM ANY WEBSITE INTO YOUR PAPER, YOU WILL GET AN “F” IN THIS COURSE.

WHERE CAN YOU GET HELP?

Prof. Gendzel will gladly help you with your Source Analysis Paper. Bring your rough draft to office hours well in advance of the due date. Prof. Gendzel can provide individual rough draft consultations during office hours or by appointment. Do NOT email your rough draft or any portion of your rough draft. Prof. Gendzel will ONLY look at rough drafts and suggest improvements in person in his office, not by email. You may also seek help from the SJSU Writing Center in CL 126 and from the History Department’s designated writing tutors. DO NOT work in groups or with anyone else on this assignment.

GRADING

See the Course Syllabus for information about how much the Source Analysis Paper “counts” in your final course grade. See pp. 1-2 above and the HIST 189A Source Analysis Paper Grading Rubric for information about how your grade on this assignment will be determined. Your Source Analysis Paper will receive a standard letter grade worth the number of points indicated here:

A+ = 75  B+ = 66  C+ = 59  D+ = 51  F = some points (if on time)
A  = 72  B  = 64  C  = 57  D  = 49  F = 0 (if no submission)
A- = 69  B- = 62  C- = 54  D- = 45  Plagiarism = F in course

REMEMBER: DOWNLOAD THE HIST 189A SOURCE ANALYSIS PAPER GRADING RUBRIC FROM THE COURSE WEBSITE, PRINT IT OUT, AND STAPLE IT TO THE BACK OF YOUR PAPER WHEN YOU TURN IT IN.
INSTRUCTIONS FOR USING TURNITIN THROUGH CANVAS

Log into CANVAS at https://sjsu.instructure.com by entering your 9-digit SJSU ID and SJSUOne password. (If you don’t have an SJSUOne account, go to http://its.sjsu.edu/services/sjsuone/ and follow the instructions for “First-Time Users.”) Once you are in CANVAS, select HIST 189A from the “Courses” dropdown menu on the upper left side of the screen. On the course page in CANVAS, click on “Source Analysis Paper.” Then click on the upload button on the bottom right side of the screen (the arrow points upward). You will see a screen that says “Submit File.” Click on “Select a file to upload,” select the file of your paper, and click “Open.” (You can also drag and drop a file into this window to upload it.) Once a file is uploaded, you should see “Submission complete.” Then click on “Accept submission-save.” After a successful submission, you should see the date and time that it was submitted. Click on the small page icon in the lower right edge of the screen for a digital receipt if you want proof that your paper was submitted on time. If you have any problems with CANVAS or TURNITIN, contact the eCampus Help Desk at ecampus@sjsu.edu or call 408-924-2337. You can submit an iSupport ticket online at https://isupport.sjsu.edu/ecampus.

You are required to submit your paper electronically to TURNITIN through CANVAS by the due date and time listed in the Course Syllabus and on p. 1 of these instructions. The sole purpose of this requirement to check for plagiarism; your paper will remain confidential. You are also required to submit a printed, stapled copy of your paper in person to Prof. Gendzel by the due date and time listed in the Course Syllabus and on p. 1 of these instructions. Submitting different versions of your paper to Prof. Gendzel and to TURNITIN through CANVAS qualifies as cheating and will result in a grade of “F” in the course (SJSU Policy S07-2). Both versions of your paper, electronic and printed, must be identical and must be submitted on time in order to receive full credit. Any Source Analysis Paper not submitted to TURNITIN through CANVAS will receive a grade of “F” (0 points).

REMEMBER: DOWNLOAD, PRINT OUT, AND ATTACH THE HIST 189A SOURCE ANALYSIS PAPER GRADING RUBRIC TO THE BACK OF YOUR PAPER WHEN YOU TURN IT IN.