

Writing 2020 Papers

Since this class relies on electronic submissions of papers and also requires that you include previous versions of papers with each subsequent submission, I have created this handout to help you keep everything organized.

Overview

All submitted papers should be named using something close to the following template:

<First> <Last>_<Assignment Name>_<Draft Name> Draft.<ext>

You would replace the text in angle brackets with your information. For example, for the first paper, if your name was John Doe and you used Microsoft Word 2003:

John Doe_Rhetorical Analysis_Teacher Draft.doc

<First> equals your first name

<Last> equals your last name

<Assignment Name> equals the name as it appears on the syllabus

<Draft Name> equals the draft version (Peer, Teacher, Revision 1, or Final). Note that this only applies to major papers.

<ext> equals whatever 3 or 4 digit extension your software uses (Word 2003 uses doc, Word 2007 uses docx, OpenOffice uses odt, Works uses wps, and so forth).

Depending on the software your reviewers (peers and I) have, you might be better off saving the document in rich text format (rtf). I can only work with doc, docx, odt, and rtf documents.

Naming Sources

You will also change the file names for your sources. Name your first source: (A) <First> <Last>_Source_<source last names>.<ext>. For example, **John Doe_Source_Baines.pdf** or **John Doe_Source_Jones Best and Wagner.pdf** (note that I didn't put commas between the last names).

Homework Assignments

Rhetorical Analysis Unit

File names to use for homework in Informative and Surprising Unit:

<First> <Last>_Writing Process.<ext>

<First> <Last>_Research History.<ext>

<First> <Last>_Summary of a Source.<ext>

Analysis and Synthesis Unit

File names to use for homework in Analysis and Synthesis Unit:

<First> <Last>_Strong Response.<ext>

<First> <Last>_Synthesis Notes.<ext>

Proposal and Annotated Bibliography Units

File name to use for homework in the Proposal and Annotated Bibliography Units:

<First> <Last>_ Review of Literature.<ext>

<First> <Last>_Memo on Major Style.<ext>

Researched Argument Unit

File names to use for homework in Researched Argument Unit:

<First> <Last>_ Introduction Draft.<ext>

Main Papers

Working File

When we start a new unit for a major paper, open up a blank document and save it as (1) <Assignment Name>.<ext>. You will ONLY ever make changes to this file. This is your “working” file. For example, **Rhetorical Analysis.doc**

Make sure the properties of the document (in Word 2003 for Windows, go to File>Properties) give your name as the author. This will help with reviewing and such.

I also recommend that you set up a template or do all the required formatting at this point. See the *Formatting Handout* for specific information.

If you have pieces of the main paper that are due as homework, do a save as and name it (i) <First> <Last>_<Assignment Name>.<ext>. For example, your first homework piece for the Rhetorical Analysis paper is to write a summary of a source. Therefore, you would name it something like the following: **John Doe_Summary of a Source.doc**

You’ll get the same document back from me, with my comments in it. When you save it from your email, rename it to (ii) <First> <Last>_<Assignment Name>_Teacher Comments.<ext>. Then, go back into the original and either merge my comments or make the appropriate changes. **Note:** You could just overwrite the version you sent me, but this way makes it easier to track and avoid any potential saving problems.

Peer Reviews

When it comes time to send out your paper for peer reviews, open the main document and do a save as, (2) <First> <Last>_<Assignment Name>_Peer Draft.<ext>. Send to peers and copy me. For example, **John Doe_Rhetorical Analysis_Peer Draft.doc**

When you get a review back, rename it to (3 and 4) <First> <Last>_<Assignment Name>_Peer Draft_<review first> <review last> Comments.<ext>. For example, **John Doe_Rhetorical Analysis_Peer Draft_Jane Doe Comments.doc**

Your reviewers will also copy me on those emails so I know they did their job.

Open the reviewers’ files (3 and 4) and put changes in (1) <Assignment Name>.<ext>. You could do a merge if you know how.

Keep peer draft (2) and review (3 and 4) papers, just in case.

Teacher Review

When you are ready to send your paper to me for the Teacher Review, create a cover letter that tells how you want me to comment and if you want me to focus on any specific thing, and that tells who you peer reviewed, who reviewed your paper, and what you changed or didn't and why from your peer reviewers' comments. Name it (a) <First> <Last>_<Assignment Name>_Cover Letter.<ext>

Download the Teacher Review Sheet (DOC format) from the class blog. Rename it to (a.1) <First> <Last>_<Assignment Name>_Teacher Review Sheet.doc.

For the teacher draft, open the main document and do a save as, (5) <First> <Last>_<Assignment Name>_Teacher Draft.<ext>. For example, **John Doe_Rhetorical Analysis_Teacher Draft.doc**

Go to the end of that document, press CTRL+Enter (for Windows) or Command+Shift+Enter (for Mac) to start a new page. Open the peer draft copy (2), select everything and Copy (CTRL+C). Go back to the teacher draft version and paste (CTRL+P) the peer draft at the end of the document. This allows me to quickly see the changes you made.

Attach the teacher draft, cover letter, teacher review sheet, and source (or sources) to an email to me (or put everything on a thumbdrive or CD and bring them to class).

When you get teacher review comments back, rename it to (6) <First> <Last>_<Assignment Name>_Teacher Draft_Teacher Comments.<ext>. Read through all my comments, reply to my email, summarize the comments and respond to them to get extra credit.

Open my comments (6) and the teacher review sheet (a.1). Make changes in (1) <Assignment Name>.<ext>

Revisions

For a revision, save (1) <Assignment Name>.<ext> as (7) <First> <Last>_<Assignment Name>_Revision <#>.<ext>. For example, **John Doe_Rhetorical Analysis_Revision 1.doc** or **John Doe_Analysis and Synthesis_Revision 2.doc**

In the revision document (7), add a new page at the bottom. Copy and paste in the previously-received draft (so that it has any previous revisions plus the teacher draft, plus at least one peer draft). You will copy in the previous cover letter and the teacher review sheet content too. So it is in this order:

- Revision Draft
- Previous revision draft or drafts, if applicable, with teacher comments
- Cover letter for teacher draft
- Teacher review sheet

- Teacher Draft with comments
- Peer Draft

You'll need to create another cover letter, (b) <First> <Last>_<Assignment Name>_Revision <#>_Cover Letter.<ext> and attach the source again.

Again, when you get my comments back, name it (8) <First> <Last>_<Assignment Name>_Revision <#>_Teacher Comments.<ext>

Make changes to (1) <Assignment Name>.<ext> as appropriate

Portfolio Drafts

For the final portfolio, make all your changes to <Assignment Name>.<ext>. Print it out for the hard copy portfolio. Save as (9) <First> <Last>_<Assignment Name>_Final Draft.<ext>. Add a new page below and copy and paste in the previously-received drafts (so that it has any previous revisions plus the teacher draft, plus at least one peer draft). You will copy in the previous cover letter and the teacher review sheet content too. So it is in this order:

- Final Draft
- Previous revision draft or drafts, if applicable, with teacher comments and cover letters before them.
- Cover letter for teacher draft
- Teacher review sheet
- Teacher Draft
- Peer Draft

You'll attach the final draft (9) along with a cover letter and source (or sources) to an email to send to me.

This is A LOT of revision copies lying around, but it will help you should a draft version get corrupted (you won't have to start from scratch) and to get previous content if you change your mind about an edit.

Along with this, I HIGHLY recommend a backup policy so that your files get saved somewhere for safe keeping. There are lots of free services for this, including LiveMesh and Dropbox.