

## Directions for Revising Written Work

*Please remember that, if you are asked to write a revision, you must return the first draft of your Paper (the copy of your Written Work to which comments were attached) when you turn in the revised version. Otherwise, you will receive NO credit for the revision.*

1. Do I need to revise my Paper? If there is a comment “please revise” at the end of your Paper, then you need to revise it based on the comments attached. If there is no such comment and a grade is attached (e.g. “+100 pts”), you do not have to revise your Paper but you should still look carefully over the Paper and the comments attached as these are important suggestions for improving your Written Work in the future.

2. What if there’s a notation that the Paper is too short? If your Paper fell short of the requisite 600+ words, you will have to furnish enough new material in your revision to bring it up to the necessary word count. Any such material will not, of course, benefit from the opportunity of having been reviewed beforehand and commented upon. Thus, any errors made there may prevent the revision from receiving full credit. This is the risk you take when you do not provide in your original the minimum amount of writing required.

### 3. Notations concerning Content.

a. Facts. You may find comments pertaining to the content of your Paper, such as “Is this true?” or “Check the facts!” or simply a circled F. If so, your revision needs to include a correction of all error marked this way. Be aware that, as noted above (see 2), this may lead to further errors of style and a reduction in credit. Hence, you may wish simply to delete the fact but, if you do, be careful that your Paper does not fall below the minimum word count.

b. Stick to the material in the Chapters on line. It’s fine to include one or two *brief* references to matters which are not drawn from the course materials found in the Chapters on line—or the article on which you’re basing your Reaction—but the vast majority of your Written Work (at least 90%) should address directly the historical data presented in the course materials. As with incorrect or misstated facts (see 3.a above), any lengthy or numerous diversions into matters that do not bear directly on the course materials will not count toward the page total of your Written Work. For a more complete explanation of the importance of this aspect of formal style, please read Section 21 of *The Writing Guide* (“Stick to the Question/Topic”).

### 4. Notations concerning Style.

a. Circled Numbers. Circled numbers refer to sections in *The Writing Guide*. These are attached to errors of style requiring correction. **All of these must be corrected on your revised version in order for you to receive full credit.** If it’s unclear to you what needs to be corrected, please read the corresponding section

*[continued on the next page]*

of *The Writing Guide* carefully and consult the handout attached to your original, which is also available on line (<http://www.usu.edu/markdamen/1320AncLit/handouts/revisiiondirections1.pdf>). If you still don't understand the nature of the error or how to correct it, please see me or one of the graduate assistants.

b. Other Comments. Any other comments (inserted commas or letters, circles denoting an extra and unnecessary space, capital letters for lower-case letters or vice versa, etc.) must also be corrected as noted on the original version of your Paper. In some cases, the correction may be written out for you, often with a circled number attached so you can see the reason for making this change. **You must incorporate all such corrections in your revision.**

c. Other Notation Marks. Please note the following:



A deletion-mark (a horizontal line or an upward slanting line with a loop at the top) indicates that a letter, word or words should be deleted.



The proper point of insertion for a correction is often noted with a hatch mark (^) below the line.



Questionable word choice or phrasing is indicated with a wavy line, often accompanied by a suggestion about an appropriate substitution and followed by a question mark. If you are revising your Paper/Reaction, incorporate the suggestion or revise the passage on your own. In either case, make some appropriate change in the text, and do not include the question mark in your revision.



A comment like "necessary?" is intended to make you think about whether a word or words might be profitably omitted.

5. How do I turn in my revision? For those who are revising their Papers, when you have completed making the corrections in your Paper, print the revised version and staple it to the original (the one returned to you with comments). It doesn't matter which is on top. Both are due by the beginning of class one week after the original was returned. You can, of course, turn in your revision-plus-original before that time by leaving it with the secretaries in the History department office (Main 323).

6. Grading Revisions. When you have turned in your revised Paper, it will be graded in the following way. For every error which was noted on your original Paper and which you corrected fully and appropriately, you will receive full credit. Those errors not corrected properly or completely will have one to four points deducted from the grade total for the Paper (see <http://www.usu.edu/markdamen/1320AncLit/handouts/revisiiondirections2.pdf>).

Any students who have questions about Written Work, whether or not you have been asked to revise it, please do not hesitate to make an appointment to see me or one of the graduate assistants.