

Guidelines for Submission of Outline and Working Bibliography for Term Paper (20% of final grade)

Due Date: December 16, 2010, no later than 17:00. Late submissions will not be accepted for any reason, except in the case of illness or medical emergency.

- Bring both your outline and working bibliography to the lecture, or bring them to the instructor's office no later than 17:00 on December 16.
- Do **not** submit your outline and bibliography to the FSD (留学生課).
- Submissions by email will **not** be accepted.
- If you cannot submit these on December 16 due to illness or a medical emergency, you must submit a medical certificate with your outline and bibliography upon your return to the university in order to receive credit.

If you need to discuss your outline/bibliography or term paper, you are welcome to visit me at my office Friday afternoons, anytime between 13:00-14:00 or 16:00-18:00. If this time is not convenient, please make an appointment.

Instructions:

Prepare 1) an **outline** of your term paper, and 2) **working bibliography** according to the guidelines below and the instructions on the following pages.

- 1) Outline: You may use the form provided on pages 3-5 of this handout, or you may submit the required information on A4 size paper, typed, in English (2-3 pages).
- 2) Bibliography: You may use the form provided on pages 6-7 of this handout, or you may submit the required information on A4 size paper, typed, in English (1-2 pages).

The outline and working bibliography are considered parts of the term paper. Both items must be submitted in order to be eligible to receive credit for this course.

Submitted outlines and bibliographies will be checked by the instructor and **returned in class on January 13, 2011.** Incomplete or substandard outlines/bibliographies will be returned marked “Returned for revision,” in which case the student will need to make the necessary revisions and resubmit the outline/bibliography directly to the instructor by Monday, January 17, 2011, no later than 17:00, in order to receive credit for the term paper.

You are advised to **keep a copy of both your outline and bibliography** for your own reference, and to use as a base for your term paper.

Term Paper Outline

Name: _____

Student ID: _____

- KUINEP General Exchange
 Kyoto University Undergraduate Student

1. Paper topic number.

2. List the specific work or works of literature you will be using. Indicate the title, original author (if known), translator, publisher, and year of publication for each work.

3. List the specific chapters, pages, etc. that you have already read from these works. If you have not begun reading yet, write “none”.

4. Introduction of paper:

4-1 Explain the **purpose** of your paper. Indicate the **literary themes, ideas, or concepts** (or social practices, customs, etc.) that you plan to focus on in your paper. You may select themes or concepts that we have not covered in the course. You should state in clear, precise terms **what you will try to prove** in your paper.

4-2 Explain your **method** of analysis.

5. Body of paper:

5-1 Cite 1 or 2 **specific passages (lines of text) or poems, etc.** that you plan to analyze and use as examples in your term paper. In this outline and in your term paper, **enclose all cited material (引用) in quotation marks** (“□□□□□”), and **immediately after each citation, list the title of your source (出典), author or translator, and the specific pages** in which the citation is found (e.g. “□□□□□□” (*The Tale of Genji*, Edward Seidensticker, p. 14-15)). In your paper, of course, you will need to cite other examples in addition to the one(s) listed below.

5-2. Analysis/discussion

Briefly explain **why the particular passages (lines of text) or poems, etc. that you cited above in 5-1 are appropriate examples** for you to use in your analysis.

6. Conclusion

Briefly explain **what you expect to be able to conclude** through your analysis.

CHECK! → Does your expected conclusion match the purpose that you stated in 4-1 of this outline? If your expected conclusion and purpose do not match, you probably need to re-think either your purpose, expected conclusion, or both.

NOTE: As you begin writing your paper, you may find it necessary to change your method or approach, analyze other themes/concepts, or refer to additional sources. You are encouraged to make any changes you feel would improve your paper. You should not feel restricted by this outline. If, however, you need to make a major change to your paper (for example, a complete change of paper topic), you must notify the instructor no later than January 13, 2011.

Working Bibliography

Name: _____

Student ID: _____

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Prepare a list of the literary works, reference materials, and other sources you plan to use to write your term paper. You should include not only those sources from which you plan to cite material directly, but also any sources you plan to use as additional references. You may also include sources written in Japanese or other languages.

When submitting your term paper, attach a revised (updated) bibliography to the end of your paper.

IMPORTANT! Wikipedia, personal blogs, and other similar online sources are **not** appropriate sources of information for an academic paper. You are strongly encouraged to use only published material (books, journal articles, etc.) or other reliable sources of information. Online databases, electronic journals, or other online sites which are managed by universities, research institutions, or government agencies are acceptable, but you must indicate the identity of the source, author or organization that created the site, and complete access information (URL) for these sources.

List each source for your bibliography in the following manner:

[1] Title (if in English, use *italics*), [2] original author (if known), [3] translator/editor, [4] publisher, and [5] year of publication.

List your sources on the next page.

Example:

1. *The Tale of Genji*, volumes 1 and 2, Murasaki Shikibu, translated by Edward Seidensticker, Tuttle Publishing, 1976.
2. *Genji and Heike*, translated by Helen Craig McCullough, Stanford University Press, 1994.
3. ...

Name: _____

Working Bibliography