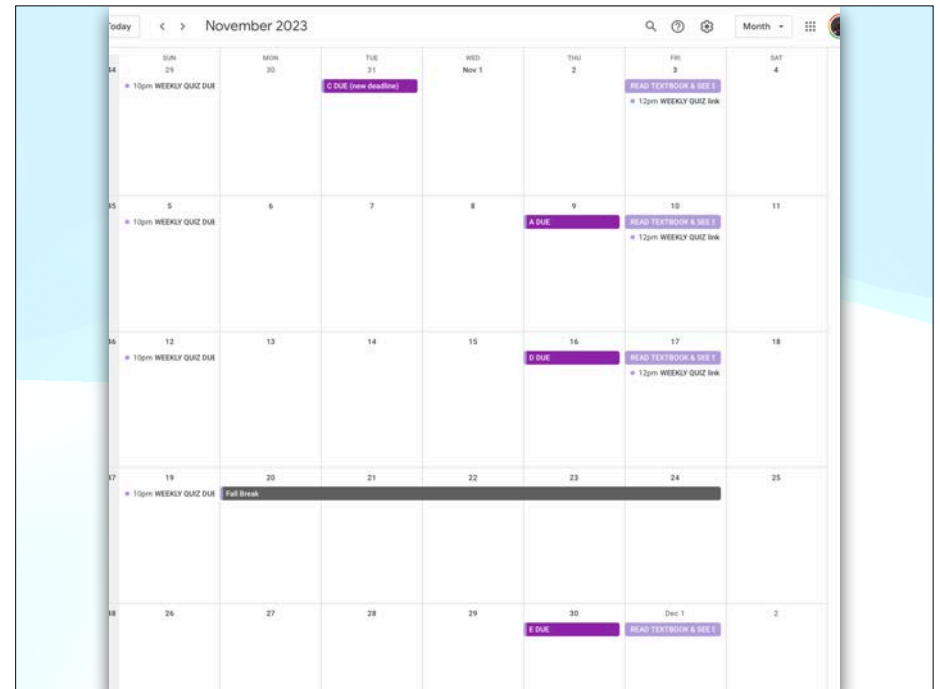


TIMELINE PROJECT

CITATION HELP



timeline project

[OBJECTIVES](#)

[RUBRIC](#)

[SCHOLARLY SOURCES](#)

[RESEARCH & WRITE](#)

[GRAMMAR & SPELLING](#)

[CITATION GUIDE](#)

[SUPPLIED PROJECT MATERIALS](#)

STEPS

- [A](#): InDesign work. Build timeline and export to PDF.
 - [B-1](#): Begin questionnaire for multiple under-represented designers.
 - [B-2](#): Finish questionnaire on the approved designer.
 - [C](#): Complete outline and academic citations.
 - [D](#): Complete essay (500-800 words) and any additional citations.
 - [E](#): Information into InDesign template, export to PDF.
- [F](#): Build full PDF with all elements from classmates' research.

[SCHEDULE](#)

[MENU](#)

research & write

DO NOT TURN IN A BOOK REPORT.

Don't just write things that somebody else already wrote, but worded differently. Use higher level critical thinking skills to analyze the information and formulate your thesis statement and the evidence to back up your point.

[MENU](#)

research & write

DO NOT TURN IN A BOOK REPORT.

Don't just write things that somebody else already wrote, but worded differently. Use critical thinking skills to analyze the information and formulate your thesis statement. Use evidence to back up your point.

Below is a handy step-by-step guide to follow. Remember you can also visit the Writing Center on campus from the beginning of this process! They are there to help you!

1. Locate at least 10-20 possible sources for your paper. Some (not all) can include things that aren't necessarily scholarly and even just be images. Start collecting information and have fun! Always record all of your sources, even if it's not in proper [Chicago Style](#) yet.
2. Now figure out what is scholarly and what isn't. Items that aren't scholarly need to go away or be the starting point to finding a scholarly source.
3. **For everything you read and see, take copious and comprehensive notes** that work for you. Read and look at many things, not just about that one artist/designer. Why are they under-represented? There are plenty of scholarly articles about that. What is the genre in which they specialize? There are plenty of scholarly articles about that. Etc. RESEARCH. **Don't start writing your essay yet.** 10
4. *Keep track of all of your sources, including what page something was on in a tangible source if you want to footnote it!*
5. Now digest all of the research and figure out how that applies to your thesis statement. Really think about it and build your argument. **The required outline will help you structure your points for a clear and concise essay, but don't start writing your essay yet.**
6. After fixing any issues pointed out by feedback from professor, then start writing.

TIPS FOR OUTLINE (& THEN ESSAY)

- What is your **THESIS** statement?

The 500-800 word essay paper's thesis and supporting arguments must answer: **State and explain the one most important effect your assigned under-represented artist/designer and the quality/importance of his/her/their work had or will have on the history of graphic design. In other words, why should the work be included in the canon of graphic design history?** The fact that the person is from an under-represented group cannot be the bulk of your thesis. It must about the person's work in relation to others deemed as canon-worthy.

- **STRUCTURE:**

- Introductory Paragraph
- Supporting Paragraphs
- Conclusion

TIPS FOR OUTLINE (& THEN ESSAY)

- What is your **THESIS** statement?

The 500-800 word essay paper's thesis and supporting arguments must answer:
State and explain the one most important effect your assigned under-represented artist/designer and the quality/importance of his/her/their work had or will have on the history of graphic design. In other words, why should the work be included in the canon of graphic design history? The fact that the person is from an under-represented group cannot be the bulk of your thesis. It must about the person's work in relation to others deemed as canon-worthy.

DO NOW IN CLASS.

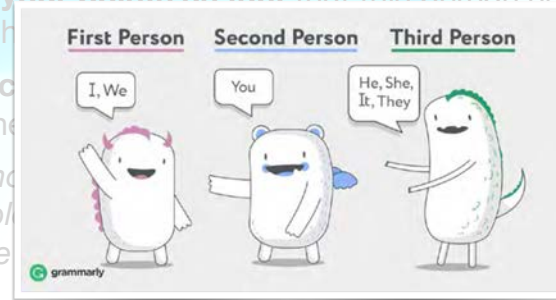
Do not state, "I believe...". State it as fact.

TIPS FOR OUTLINE (& THEN ESSAY)

- Do not write in 1st or 2nd person. **Only 3rd person.**
 - *Obviously, do not state "in my opinion" or something like that.*

- State your points as fact that this person should be in the canon of graphic design history.

- Have a clear thesis statement that identifies you with the problem/issue.
- Do not state "I believe..." or "in my opinion..." the problem/issue.



TIPS FOR OUTLINE (& THEN ESSAY)

- Do not write in 1st or 2nd person. **Only 3rd person.**
 - *Obviously, do not state “in my opinion” or something like that.*
- **State your points as fact** that this person should be in the graphic design canon.
- **Have confidence** that your research has provided you with the knowledge to state this.
 - *Do not have the bulk of your essay be about the problems with the canon, though you may mention the issue of those who are under-represented.*

TIPS FOR OUTLINE (& THEN ESSAY)

- **HOW?** For your outline (and then essay) >>
- **FIRST >**
 - State your opinion as fact.
 - Then cite the evidence.
Not within what you write, but as a footnote to your writing.
- **SECOND >**
 - Refine and fill in the blanks with other evidence in a manner you are more accustomed to writing. This is going to be more like just regurgitating what somebody else said, so have this be only AFTER you do the previous step.

TIPS FOR OUTLINE (& THEN ESSAY)

HOW

EXAMPLE 1

• **ESSAY:**

Though Katriana Phelps has talent in both colorful design and powerful messaging, she has not received equal opportunity. This is still a problem today in America where women still make an average 84% less than men.¹

• **ESSAY:**

Though Katriana Phelps has talent in both colorful design and powerful messaging, she has not received equal opportunity. This is still a problem today in America where women still make an average 84% less than men.¹



• **ESSAY:**

Though Katriana Phelps has talent in both colorful design and powerful messaging, she has not received equal opportunity. This is still a problem today in America where women still make an average 84% less than men.¹

• **FOOTNOTE (NO QUOTE NEEDED - the reader can find the source):**

1. Amanda Barroso and Anna Brown, "Gender Pay Gap in U.S. Held Steady in 2020," Pew Research Center, Pew Research Center, May 25, 2021, <https://www.pewresearch.org/fact-tank/2021/05/25/gender-pay-gap-facts/>.

• **BIBLIOGRAPHY:**

Barroso, Amanda, and Anna Brown. "Gender Pay Gap in U.S. Held Steady in 2020." Pew Research Center. Pew Research Center, May 25, 2021. <https://www.pewresearch.org/fact-tank/2021/05/25/gender-pay-gap-facts/>.

Web Source Examples in Chicago Style

FOOTNOTE OR ENDNOTE (N):

1. Firstname Lastname, "Title of Web Page," Name of Website, Publishing Organization, publication or revision date if available, access date if no other date is available, URL.

CORRESPONDING BIBLIOGRAPHICAL ENTRY (B):

Lastname, Firstname. "Title of Web Page." Name of Website. Publishing organization, publication or revision date if available. Access date if no other date is available. URL.

TIPS FOR OUTLINE (& THEN ESSAY)

HOW

EXAMPLE 2

• **ESSAY:**

Though Katriana Phelps has talent in both colorful design and powerful messaging, she has not received enough recognition because she is a woman in an industry that is still dominated by men in America.

• ESSAY:

Though Katriana Phelps has talent in both colorful design and powerful messaging, she has not received enough recognition because **she is a woman in an industry that is still dominated by men in America.**

✓ That is not common knowledge, nor accepted fact. Consider arguing with someone who does not believe this. **You MUST back this up with an academic source.**

✓ AIGA is a nationally recognized source in the profession of design, so I will cite an online article. However, one might find even stronger evidence in a census or other government study of hard data!

✓ Because my statement is not a direct quote (<< should be avoided or your entire essay will just be made of others' quotes) or statistics, I added the quote to the citation to further explain.

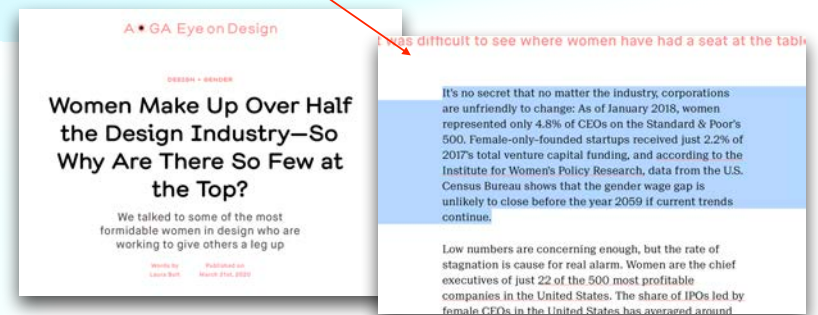


• ESSAY:

Though Katriana Phelps has talent in both colorful design and powerful messaging, **she has not received enough recognition because she is a woman in an industry that is still dominated by men in America.**

• EVIDENCE >> QUOTE FROM THIS ACADEMIC SOURCE

"It's no secret that no matter the industry, corporations are unfriendly to change: As of January 2018, women represented only 4.8% of CEOs on the Standard & Poor's 500. Female-only-founded startups received just 2.2% of 2017's total venture capital funding, and according to the Institute for Women's Policy Research, data from the U.S. Census Bureau shows that the gender wage gap is unlikely to close before the year 2059 if current trends continue."



Web Source Examples in Chicago Style

FOOTNOTE OR ENDNOTE (N):

1. Firstname Lastname, "Title of Web Page," Name of Website, Publishing Organization, publication or revision date if available, access date if no other date is available, URL.

CORRESPONDING BIBLIOGRAPHICAL ENTRY (B):

Lastname, Firstname. "Title of Web Page." Name of Website. Publishing organization, publication or revision date if available. Access date if no other date is available. URL.

- **ESSAY:**

Though Katriana Phelps has talent in both colorful design and powerful messaging, she has not received enough recognition because she is a woman in an industry that is still dominated by men in America.¹

- **FOOTNOTE:**

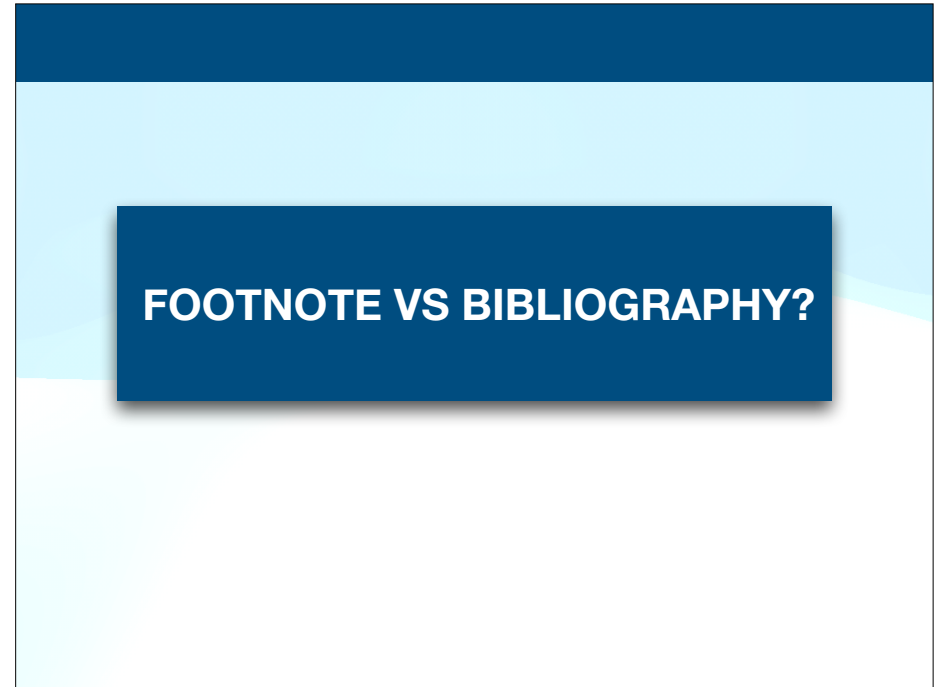
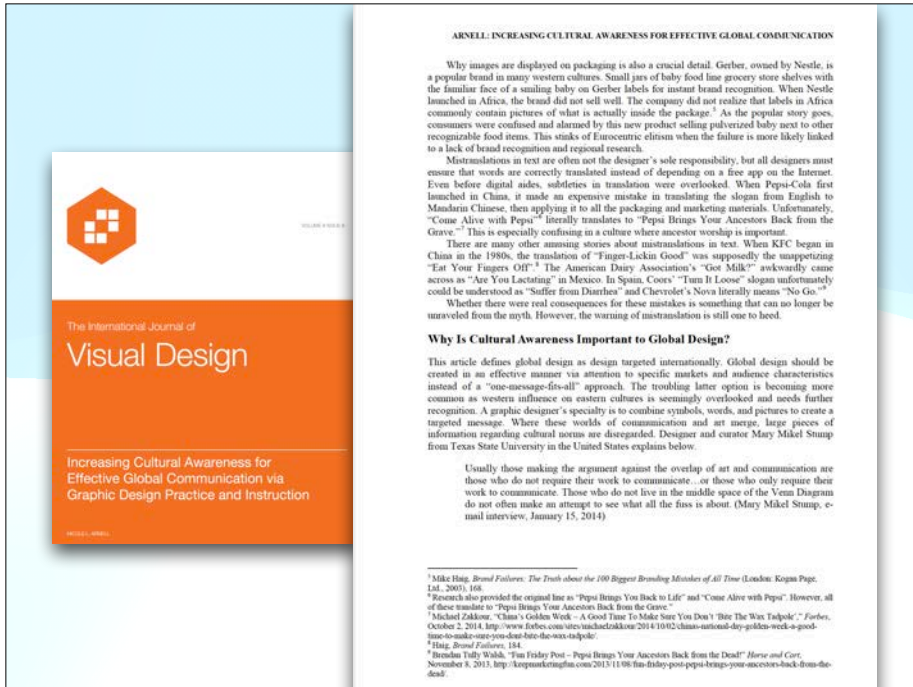
1. "It's no secret that no matter the industry, corporations are unfriendly to change: As of January 2018, women represented only 4.8% of CEOs on the Standard & Poor's 500. Female-only-founded startups received just 2.2% of 2017's total venture capital funding, and according to the Institute for Women's Policy Research, data from the U.S. Census Bureau shows that the gender wage gap is unlikely to close before the year 2059 if current trends continue." - Laura Bolt, "Women Make up over Half the Design Industry-so Why Are There so Few at the Top?," Eye on Design, AIGA, March 30, 2020. <https://eyeondesign.aiga.org/women-make-up-more-than-half-of-the-design-industry-but-how-do-they-get-to-the-top/>.

- **BIBLIOGRAPHY:**

Bolt, Laura. "Women Make up over Half the Design Industry-so Why Are There so Few at the Top?" Eye on Design. AIGA, March 30, 2020. <https://eyeondesign.aiga.org/women-make-up-more-than-half-of-the-design-industry-but-how-do-they-get-to-the-top/>.

MORE TIPS

EXAMPLE 3



timeline project

[OBJECTIVES](#)

[RUBRIC](#)

[SCHOLARLY SOURCES](#)

[RESEARCH & WRITE](#)

[GRAMMAR & SPELLING](#)

[CITATION GUIDE](#)



[SUPPLIED PROJECT MATERIALS](#)

STEPS

- [A](#): InDesign work. Build timeline and export to PDF.
 - [B-1](#): Begin questionnaire for multiple under-represented designers.
 - [B-2](#): Finish questionnaire on the approved designer.
 - [C](#): Complete outline and academic citations.
 - [D](#): Complete essay (500-800 words) and any additional citations.
 - [E](#): Information into InDesign template, export to PDF.
- [F](#): Build full PDF with all elements from classmates' research.

[SCHEDULE](#)

citation guide

ABOUT CITATIONS

Academic papers – even a short essay! – must be cited. This helps you to avoid plagiarizing, which has severe consequences. Citing work also strengthens the support of your thesis statement and overall essay because authoritative sources increase your own credibility. For the sake of this Timeline Project, it also is an easy way to show you know what scholarly sources are and how to research correctly.

PLAGIARISM AND CONSEQUENCES

Plagiarism – even unintentional plagiarism – can get you thrown out of the university. It will be cause for severe consequences, the least of which will be **failing all or part of the Timeline Project** (14% of your course grade).

"Arkansas State University promotes academic integrity and professional ethics among all members of the A-State academic community. **Violations of this policy are considered as serious misconduct and may result in severe penalties, up to and including expulsion from Arkansas State University.** A student deemed to have engaged in academic misconduct may not avoid academic sanctions by withdrawing from a class, a program, or the University. Students that participate in the Honors College and/or Athletics program(s) are subject to dismissal from those programs in addition to the penalties set forth below. The respective program(s) will be notified of any offense. Colleges and Departments may add to these prohibitions and standards applicable to all students in order to enforce academic integrity and professional ethics to meet their special needs for a specific degree program.

Read more – including consequences and full procedures for implementation of such – in the [2021-22 A-State Student Handbook](#) under **Academic Integrity**.

- **What is unintentional plagiarism?**
[Read this very short article](#) to make sure you're not doing it.

- **Still don't think you'll be caught?** There are so many easy ways for professors to check your work. It's also obvious when your writing style and vocabulary suddenly change. Even when students move words around to attempt not to plagiarize, it's obvious.

IN-TEXT CITATIONS: FOOTNOTES VS. ENDNOTES

Both of these are in-text citations, but you only use one. **This paper will use Footnotes.**

Footnotes and endnotes are formulated in exactly the same way - the only difference is that footnotes appear on the bottom of the page on which a work is cited, whereas endnotes appear at the end of a manuscript.

IN-TEXT CITATIONS VS. BIBLIOGRAPHY

As explained above, in-text citations in a paper can use either footnotes or endnotes, but not both. They cite in the text, sometimes to give credit to a quote - direct or paraphrased - and other times to expand upon a point separately so the essay stays focused.

All of the footnote sources also go into the bibliography, though it is formatted differently. Bibliographies also should include any and all information you studied from a scholarly source, even if not so directly as to need an in-text citation. This is why you should all have the Eskilson textbook included in the bibliography, though you probably will not need a footnote from it. You read it and were informed by it, but you probably not quote or paraphrase it. For example, if you choose a designer from Art Nouveau and you studied a history book about 19th century Europe, that could be in your bibliography.

WHEN SHOULD YOU ADD AN IN-TEXT CITATION?

To avoid plagiarism, you must give credit whenever you use:

- Another person's idea, opinion, or theory.
- Any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge.
- Quotations of another person's actual spoken or written words.
- Paraphrase of another person's spoken or written words.

➔ Read the rest of this article, "[Plagiarism: What it is and How to Recognize and Avoid It](#)".

REQUIREMENTS FOR THIS PROJECT

- **All research must be correct and from a minimum of 3 scholarly sources.** Students may list the Eskilson textbook in the bibliography, but this does not count toward the required number of sources.
- Credit the 2 required photographs for **Part E**. (Photograph of the artist/designer and the work.)
- All citations must be in **Chicago Style** and use its **Notes and Bibliography** system. Do NOT use the Author-Date system.
- "The **Notes and Bibliography** system is preferred by many working in the humanities—including literature, history, and the arts. In this system, sources are cited in numbered footnotes or endnotes. **Each note corresponds to a raised (superscript) number in the text. Sources are also listed in a separate bibliography.**"
- **FOOTNOTES:** The text within the essay would have a superscript number like the one at the end of this sentence, which would respond to the footnote at the bottom of that page.¹
 - For footnotes, use "**Shortened Notes**" format.
 - **Don't forget to keep track of exactly where in the source the footnote references!** A footnote must have the precise page (or similar) instead of just the source itself!

See the next page for an example.

¹ Like this one. It was created by using InDesign's **Type > Insert Footnote**.

The screenshot shows the Chicago Manual of Style website. On the left, a sidebar titled "REQUIREMENTS FOR THIS PROJECT" lists several rules. The main content area is titled "Notes and Bibliography: Sample Citations" and includes sections for "Go to Author-Date: Sample Citations", "Book", "Notes", "Shortened notes", and "Bibliography entries (in alphabetical order)".

REQUIREMENTS FOR THIS PROJECT

- All research must be correct and from a minimum of 3 scholarly sources. Students may list the Edlison textbook in the bibliography, but this does not count toward the required number of sources.
- Credit the 2 required photographs for Part E. (Photograph of the artist/designer and the work.)
- All citations must be in [Chicago Style](#) and use its [Notes and Bibliography](#) system. Do NOT use the Author-Date system.
- "The [Notes and Bibliography system](#) is preferred by many working in the humanities—including literature, history, and the arts. In this system, sources are cited in numbered footnotes or endnotes. Each note corresponds to a raised (superscript) number in the text. Sources are **also listed in a separate bibliography**."
- FOOTNOTES:** The text within the essay would have a superscript number like the one at the end of this sentence, which would respond to the footnote at the bottom of that page?
 - For footnotes, use "[Shortened Notes](#)" format.
 - Don't forget to keep track of exactly what in the source the footnote references! A footnote must have the precise page (or similar) instead of just the source itself!

See the next page for an example.

1 Like this one. It was created by using iDesign's Type | Insert Footnote. 16

Notes and Bibliography: Sample Citations

Go to [Author-Date: Sample Citations](#)

The following examples illustrate the notes and bibliography system. Sample notes show full citations followed by shortened citations for the same sources. Sample bibliography entries follow the notes. For more details and many more examples, see [chapter 14](#) of *The Chicago Manual of Style*. For examples of the same citations using the author-date system, follow the [Author-Date link](#) above.

Book

Notes

1. ~~3. Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.~~
 2. ~~Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.~~

Shortened notes

3. Smith, *Swing Time*, 320.
 4. Grazer and Fishman, *Curious Mind*, 37.

Bibliography entries (in alphabetical order)

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.
 Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

For many more examples, covering virtually every type of book, see [14.100–163](#) in *The Chicago Manual of Style*.

Chapter or other part of an edited book

In a note, cite specific pages. In the bibliography, include the page range for the chapter or part.

If use citation guides, it will probably provide you the **bibliography**. It's easy to adjust the little differences to get the footnote citation.

Web Source Examples in Chicago Style

FOOTNOTE OR ENDNOTE (N):

1. Firstname Lastname, "Title of Web Page," Name of Website, Publishing Organization, publication or revision date if available, access date if no other date is available, URL.

CORRESPONDING BIBLIOGRAPHICAL ENTRY (B):

Lastname, Firstname. "Title of Web Page." Name of Website. Publishing organization, publication or revision date if available. Access date if no other date is available. URL.

- FOOTNOTE:**
 - It's no secret that no matter the industry, corporations are unfriendly to change: As of January 2018, women represented only 4.8% of CEOs on the Standard & Poor's 500. Female-only-founded startups received just 2.2% of 2017's total venture capital funding, and according to the Institute for Women's Policy Research, data from the U.S. Census Bureau shows that the gender wage gap is unlikely to close before the year 2059 if current trends continue." - **Laura Bolt**, "Women Make up over Half the Design Industry-so Why Are There so Few at the Top?," *Eye on Design*, AIGA, March 30, 2020, <https://eyeondesign.aiga.org/women-make-up-more-than-half-of-the-design-industry-but-how-do-they-get-to-the-top/>.
- BIBLIOGRAPHY:**

Bolt, Laura. "Women Make up over Half the Design Industry-so Why Are There so Few at the Top?" *Eye on Design*. AIGA, March 30, 2020. <https://eyeondesign.aiga.org/women-make-up-more-than-half-of-the-design-industry-but-how-do-they-get-to-the-top/>.

- **FOOTNOTE:**

1. “ It’s no secret that no matter the industry, corporations are unfriendly to change: As of January 2018, women represented only 4.8% of CEOs on the Standard & Poor’s 500. Female-only–founded startups received just 2.2% of 2017’s total venture capital funding, and according to the Institute for Women’s Policy Research, data from the U.S. Census Bureau shows that the gender wage gap is unlikely to close before the year 2059 if current trends continue.” - **Laura Bolt**, “Women Make up over Half the Design Industry-so Why Are There so Few at the Top?”, Eye on Design, AIGA, March 30, 2020, <https://eyeondesign.aiga.org/women-make-up-more-than-half-of-the-design-industry-but-how-do-they-get-to-the-top/>.

Number corresponds to the order in which it is found in the essay. Do not do this manually >>
Let word processing programs do this for you when you Insert Footnote.

- **BIBLIOGRAPHY:**

Bolt, Laura. “Women Make up over Half the Design Industry-so Why Are There so Few at the Top?” Eye on Design. AIGA, March 30, 2020. <https://eyeondesign.aiga.org/women-make-up-more-than-half-of-the-design-industry-but-how-do-they-get-to-the-top/>.

At the end of your document, items will be listed in alphabetical order.

TIPS FOR OUTLINE (& THEN ESSAY)

ACTIVITY IN CLASS

HOW TO CREATE YOUR OUTLINE SO THAT WRITING YOUR ESSAY IS EASY

TIPS FOR OUTLINE (& THEN ESSAY)

MORE TIPS

- **Do not over-generalize. STAY PRECISE.**
- Do not use colloquial expressions. Use a thesaurus.
- Do not use contractions. Write out the words.
- Do not give personal examples.
- Do not repeat yourself, even if you use different words. Don't tell me the same thing over and over again.

