

Timeline Project Guidance

C Outline + D Essay

- **Thesis Statement + Structure**
- **Academic Writing**
 - How/Why Cite Sources via Footnotes/Endnotes
- Citation Specifics for This Paper
 - **Chicago Style - Notes & Bibliography**
 - **Outline: Bibliography** + I encourage you to **Footnote** (Full or Shortened Notes)
 - **Essay: Shortened** Notes + Bibliography

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WEEK OF SEPT 23

TUES SEPT 24

- **B.D.D.R.**
- **Begin C.**

THURS SEPT 26

- **Review why and how to cite academic work while writing outline**

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WEEK OF OCT 14

THURS OCT 15

- **E.D.D.D.**
- **Begin B.**
- **Place your first DM version of C (summary for at least one month (and other options))**
- **Research on research on the design space (specifically, determine to support your selected option)**

WEEK OF OCT 28

THURS OCT 29

- **E.D.D.D.**

WEEK OF NOV 4

THURS NOV 5

- **E.D.D.D.**

WEEK OF NOV 18

THURS NOV 19

- **E.D.D.D.**

WEEK OF DEC 1

THURS DEC 2

- **E.D.D.D.**

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WEEK OF NOV 18

THURS NOV 19

- **E.D.D.D.**

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QUICK LINKS

- [RUBRIC](#)
- [SIGNMENT SOURCES](#)
- [RESEARCH WRITING](#)
- [GRAMMAR & SPELLING](#)
- [CITATION GUIDE](#)
- [SUPPORT PROJECT MATERIALS](#)

STEPS

1. [A1](#) iDesign work, Add timeline and export to PDF
 - [B1](#) Begin questionnaire for multiple under-represented designers.
 - [B2](#) Print questionnaire on the approved design.
 - [C1](#) Complete outline and academic citations.
 - [C2](#) Complete essay (200-400 words) and any additional citations.
 - [C3](#) Information into iDesign template, export to PDF.
2. [D1](#) Add full PDF with all elements from "classmate" research.

LEARN MORE

D ESSAY

FORMAT:

- Keep the format of this document, which is vertical at 1.5 pts., 1 To Line Spacing.
- Break paragraphs using a space between them and no indent.
- You should have at least 6 paragraphs.
- Cite your sources as you write and connect to the bibliography at the end of this document. You can do that manually by adding a number (1) after a statement that corresponds to the bibliography or use the Footnote function in your program.
- Google how to check the word count per the program you are using.

- Outline: Bibliography + I encourage you to Footnote (Full or Shortened Notes)
- Essay: Shortened Notes + Bibliography

ESSAY:

Replace this text. It should stay black. Register. Use footnotes to cite things.
 Replace this text. It should stay black. Register.
 Replace this text. It should stay black. Register. Use footnotes to cite things.
 Replace this text. It should stay black. Register.
 As you continue writing, more pages will be added.

BIBLIOGRAPHY:

Replace this text with the correct Chicago Blue Bibliography citation style.

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 - How/Why Cite Sources via Footnotes/Endnotes
- Citation Specifics for This Paper
 - Chicago Style - Notes & Bibliography
 - Outline: Use Full Notes (Scribbr will help you) + Bibliography
 - Essay: Change Full Notes to Shortened Notes + Bibliography

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

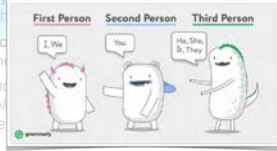
• Have confidence that your research has provided you

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)

- 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)

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.

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SKILLS LIST

- [ACADEMIC WRITING](#)
- [RESEARCH SOURCES](#)
- [RESEARCH & WRITING](#)
- [GRAMMAR & SPELLING](#)
- [CITATION GUIDE](#)
- [SUPPLEMENTAL MATERIALS](#)

STEPS

1. [Design work](#), build timeline and report to RFP
2. [Begin questionnaire](#) for multiple under-represented designers
3. [Final questionnaire](#) on the approved designer
4. [Complete outline and academic citations](#)
5. [Complete essay \(2000-3000 words\) and any additional citations](#)
6. [Information into design template, report to RFP](#)

LEARN MORE

1

citation guide

ABOUT CITATIONS

Academic papers "speak a shared language" - need to cite. This book aims to assist plagiarizing, which has serious consequences. Citing work also strengthens the support of your thesis statement and overall way to best communicate sources to increase your credibility for the sake of the Timeline Project. It is an easy way to show you know what academic systems are and how to research correctly.

PLAGIARISM AND CONSEQUENCES

Plagiarism - using unacknowledged plagiarism - can get you kicked out of the university, or will be cause for severe consequences, for those of which will be **holding all of part of the Timeline Project (20% of your course grade)**.

"The American State University promotes academic integrity and professional ethics among all members of the State University community. **Violations of this policy are considered as serious misconduct and may result in severe penalties, up to and including expulsion from American State University.** It is expected that all students engaged in academic activities will not avoid academic sanctions by withholding from projects, assignments, or other university activities that participate in the Timeline Project and/or Timeline Project (and) are subject to removal from those programs in addition to other penalties and sanctions. The Timeline Project(s) will be considered as any other. Colleges and Departments may add to these prohibitions and sanctions applicable to all students in order to enforce academic integrity and professional ethics to meet their special needs for a specific degree program."

- **What is unintentional plagiarism?**
 - **Not giving credit** - not giving credit to the author you're using.
 - **Not being clear** - not being clear in your writing that you're using someone else's work.

2

IN-TEXT CITATIONS: FOOTNOTES VS. ENDNOTES

Both of these are used to cite sources, but you only use one. **The paper will use footnotes.**

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

IN-TEXT CITATIONS VS. BIBLIOGRAPHY

An explained source, in-text citations in a paper can use either footnotes or endnotes, but not both. Thus, the in-text, sometimes to give credit to a source (short or paragraph) - and other times to expand upon a point repeatedly on the essay that is focused.

All of the Timeline sources also go into the bibliography, though it is formatted differently. Bibliography also should include any and all information available from a scholarly source, even if not as directly to read as in-text citations. This is why you should always have the Timeline toolbar available for bibliography, though you probably will not need it for in-text citations. The need of a source informed by it, but you probably not quote or paraphrase it. For example, if you choose a design from the Timeline toolbar and you included history book about this research, what would 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 piece of information - that are not common knowledge
- Quotations of another person's actual spoken or written words
- Paraphrases of another person's spoken or written words

Read the rest of this article.

["The Timeline Project is your friend in Research and Writing"](#)

REQUIREMENTS FOR THIS PROJECT

- All research must be current and from a minimum of 3 scholarly sources.

Timeline must list the Timeline toolbar in the bibliography, but this does not count toward the required number of sources.

3

• Create the 2 required photographs for Part C (Photograph of the writer/designer and the work)

• All citations must be in Chicago style and use the Notes and Bibliography system (NOT the Author Date system, which is the other Chicago style of citation system)

• The Notes and Bibliography system is preferred by many writing 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 cited page/paragraph number in the text. Sources are cited in a separate bibliography.**

FOOTNOTES: The text within the essay would have a superscript number like the one at the end of the sentence, which would correspond to the footnote at the bottom of the page.

- For footnotes, use "Footnote" button

- Don't forget to keep track of wordy pages in the source the footnote references! A footnote must have the page (or pages) instead of just the source itself!

See the next page for an example

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EXAMPLE 1

The use of footnotes is the point of the following example.

Note: This uses a different Style Guide (the other Chicago Style).



TIPS FOR OUTLINE (& THEN ESSAY)

EXAMPLE 2

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.'

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 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 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. Laramoni, Penelope. "50% of Web Page." *Times of Website, Publishing Organization*, publication or website date if available, access date if not other than available. URL.

CORRESPONDING BIBLIOGRAPHICAL ENTRY (B):
 Laramoni, Penelope. "50% of Web Page." *Times of Website, Publishing organization*, publication or website date if available, access date if not other than 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 dominated by men in America.

FOOTNOTE (SHORTENED NOTE):
 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 Iliut, "Women Make up over Half the Design Industry-so Why Are There so Few at the Top?";

BIBLIOGRAPHY:
 Iliut, 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://eyedesign.aiga.org/women-make-up-more-than-half-of-the-design-industry-but-how-do-they-get-to-the-top/>.

TIPS FOR OUTLINE (& THEN ESSAY)

ACTIVITY IN CLASS

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

GRAPH 0070 | FALL 24

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OBJECTIVES
ESSAY
RESEARCH SOURCES
GRAPHICAL DESIGN
DESIGN GUIDE
DESIGN PROGRESS

STEPS

1. Write a rough draft, add content and support to PDF.
2. E.g. Right question to be asked under research design.
3. E.g. Find questions on the assigned design.
4. E.g. Create outline and academic citation.
5. E.g. Complete essay (500-600 words) and any additional citations.
6. E.g. Information on design template, report to PDF.
7. E.g. Read and PDF with all elements from "designer" research.

SCHEDULE

WEEK OF OCT 14

THURSDAY 14

- E,SSB
- Design
- Design purchase the PDF version of [document] for all week one month (and other options)
- Assign all or have and only on week one paper (graphically, business, to support and information)

WEEK OF OCT 21

THURSDAY 21

- E,SSB

WEEK OF NOV 4

THURSDAY 4

- E,SSB

WEEK OF NOV 18

THURSDAY 18

- E,SSB

WEEK OF DEC 2

THURSDAY 2

- One final paper PDF of all students & then will be replaced by professor to students.

THURSDAY 9

- E,SSB
