

COVER SHEET FOR TERM PAPERS

Fill out the following fields:

Student's Name: _____

Title of the paper: _____

Complete the following checklist:

- The paper is on one the assigned topics from Portmore's "Term Paper Topics." The topic number is: _____.
- I have read Portmore's "[Tips on Writing a Philosophy Paper](#)" and have reviewed his "[Grading Rubric for Philosophy Papers](#)."
- The paper is typed double-space in black 12-point Times New Roman font.
- The paper is printed single-sided on high quality (e.g., 20 lb.) white paper stock using a high quality printer.
- There are at least 1.25" margins all around.
- The pages are numbered.
- The paper is stapled in the upper left-hand corner with this cover sheet followed by the "[Grading Rubric for Philosophy Papers](#)" attached to the front. No plastic binder or cover has been used.
- The paper is within the assigned length parameters. The word count is: _____. (In Microsoft Word, click **Word count** from the **Tools** menu to easily determine an accurate word count.)
- This printed manuscript has been checked to ensure that all sources have been properly acknowledged and documented using some standard [citation style](#). All sources that were used are listed in an attached bibliography. Quotations appear in quotation marks. I've checked to ensure that the bibliography is attached. All borrowed ideas, words (including close paraphrases), examples, and arguments are properly acknowledged and documented.

Policy on Academic Dishonesty: Academic dishonesty will not be tolerated. My policy is to impose a failing grade for *the course* as a sanction for any violation of ASU's [Academic Integrity Policy](#). I will also report any violation to the Assistant Dean for Academic Affairs using the following form: [Faculty Academic Integrity Violation Form](#). Depending on the circumstances, I may, in addition to imposing a failing grade for the course, recommend a more severe sanction, such as an XE for the course (failure due to academic dishonesty, which will be noted on the student's transcript), suspension, or expulsion.

As defined in ASU's [Academic Integrity Policy](#), "'Plagiarism' means using another's words, ideas, materials or work without properly acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work or materials and for acknowledging and documenting the source appropriately." Students are also responsible for ensuring that the printed manuscript that they turn in has been checked to ensure that all sources have been properly acknowledged and documented. It is the student's responsibility to check that they have printed out the right manuscript and that there are no computer or printer errors, where, say, the bibliography has been inadvertently left off.

I HEREBY ATTEST TO ALL OF THE FOLLOWING: (1) MY TERM PAPER COMPLIES WITH THE REQUIREMENTS LAID OUT IN THE ABOVE CHECKLIST; (2) I HAVE READ AND FULLY UNDERSTOOD THE ABOVE "POLICY ON ACADEMIC DISHONESTY" AS WELL AS ASU'S [ACADEMIC INTEGRITY POLICY](#); AND (3) I HAVE CHECKED THE MANUSCRIPT THAT I'M TURNING IN TO ENSURE THAT ALL SOURCES HAVE BEEN PROPERLY ACKNOWLEDGED AND DOCUMENTED.

STUDENT'S SIGNATURE

DATE