

고고학논문작성연습  
(Writing Seminar in Archaeology)  
Syllabus—Fall 2016

Room 5-119  
Mondays 10:00-13:00

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Office Hours: Monday 1-2 pm  
Appointments welcome

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This course will focus on giving students skills in the most fundamental skill needed by archaeologists: writing. Classroom instruction will focus on how academic articles are organized, proper use of citations, avoiding plagiarism, and how to build a good theoretically-based research agenda which can be published. The class will review fundamental grammar and English-language writing tropes and you will use those skills to compose a paper for publication in an academic journal.

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There are two textbooks for this class:

Bailey, Stephen  
2015 *Academic Writing: A Handbook for International Students*. New York: Routledge.

Connah, Graham  
2010 *Writing about Archaeology*. Cambridge: Cambridge University Press.

*Weekly assignments.* Each week, the class will be divided into two components. We will begin the class with a review of the week's assignment and work through the exercises in class together. In the second half of the class, we will discuss the assigned readings from Connah and also discuss the projects you are working on. The class is designed to build up toward a successful submission to an academic journal. The weekly and periodic assignments are designed so that when you write your paper for submission, most of the "heavy lifting" will be done.

*Final project.* Your final project will be to upload a paper to an academic journal. Your grade will be based on how well I think this process went. Essentially, if I allow you to upload a paper to an academic journal and I am listed as a co-author, you will get an "A" on the project. If I decide not to be listed as a co-author, your grade will be lower than an A. If you don't want to list me as a co-author for whatever reason, there is no penalty, but I will not copyedit your manuscript or provide substantive input into the research design. I will only grade the quality of the work you produce for the class.

**Grading:**

*Weekly assignments* (13 assignments, 25%). Basically if you do the assignments and show up for class, I will give you full credit for each one. I'm more interested in the process than the quality. If you have incomplete or completely substandard quality, then you will be marked accordingly.

*Discussion participation in Connah readings* (10 assignments, 10%). Same as weekly assignments—Read the book, talk intelligently in class about it, you get the points. If you don't, you don't get the points.

*Irregular projects* (5 annotated bibliography assignments, 1 title and abstract assignment, 1 detailed outline assignment, 1 rough draft—5% each x 8 = 40%). Each

annotated bibliography will be 20 references long due in Week 3, 6, 8, 10 and 13 of the semester. Your paper title and abstract are due in Week 5. Your detailed outline is due in Week 7. Your rough draft is due in Week 11. You will have revisions to make to all of these. Make the revisions and resubmit the assignments at the prescribed time. ***Unlike in the past, I will not be using track changes to fix your manuscripts. I am here to teach you how to fish—I will no longer give you your fish to eat.*** Your grade will be based on how well you learn from your mistakes and the quality of the revisions you give me. Expect that we will pass assignments back and forth at least twice, but it is likely to take four or more times to get it right.

***Final project (25%).*** If you submit your paper to a peer-reviewed academic journal by December 13, 2016, you pass. As stated above, I will not put my name on anything that is less than A-quality work. I may decide not to put my name on your paper for other reasons (for example, I didn't feel like I did enough to actually affect your research design—I will not be a co-author on a manuscript I merely copyedited). But, if I am a co-author on your paper, you have definitely gotten all 25 points. If you do not want to include me as a co-author, please let me know at the beginning of the class and I will only grade the quality of your work and how it fulfills the assignment requirements, and will not provide advice on the direction of the research. You need to be upfront about this. One of the most important aspects of academic life is being collegial and transparent in your motivations with others. ***There is no penalty if you decide you want to author a paper independently, but you must take independent responsibility for the outcome of the process.***

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#### **Class outline:**

Week 1 (September 5): Class introduction.

- DISCUSSION: We will review the syllabus and ensure that everyone has access to the reading material for the class.
- IN CLASS EXERCISE: We are going to start the class with an in-class exercise. We will work through Chapters 1.1, 3.3, 3.5 and 3.6 of Bailey (2015). Each exercise will be followed by a discussion of what your answers were. This will give you a general idea of how the class will work every week.
- Read for next week: Connah (2010) Ch. 1.
- Assignment: Complete Bailey (2015) Ch. 1.2, 2.5 and 2.9.

Week 2 (September 12): Reading and sourcing information

- IN CLASS EXERCISE: Review homework. We will work through Bailey (2015) 1.2, 2.5 and 2.9 as a class.
- DISCUSSION: How do we accumulate appropriate literature sources? What is an annotated bibliography?
- Assignment: Bailey (2015) 1.3 and 2.2
- Assignment: Annotated bibliography of 20 sources. Do it in EndNote.
- Read: Connah (2010) Ch. 2

Week 3 (September 19): Building critical reading skills

- DUE: Annotated bibliography 1
- IN CLASS EXERCISE: Review homework
- DISCUSSION: What can we learn from the archaeologists of the past? What is "critical reading"? How does good reading translate into good writing?
- Assignment: Bailey (2015) 1.4, 2.3, 2.7 and 2.13
- Read: Connah (2010) Ch. 3

Week 4 (September 26): Avoiding plagiarism and writing for the correct audience

- IN CLASS EXERCISE: Review homework
- DISCUSSION: The importance of knowing your audience and composing the appropriate manuscript.
- Assignment: Bailey (2015) 1.5, 3.4, 3.7 and 3.8
- Read: Connah (2010) Ch. 4

Week 5 (October 3): National Foundation Day—NO CLASS

- DUE: Paper title and abstract due to me by class time via email.

Week 6 (October 10): Data into text

- DUE: Annotated bibliography 2
- IN CLASS EXERCISE: Review homework and discuss how to compose your paper outline.
- DISCUSSION: Done collecting data? The easy part is over—now it is time to write. How do you develop strategies to write effectively?
- Assignment: Bailey (2015) 1.6, 2.1, 3.9
- Read: Connah (2010) Ch. 5

Week 7 (October 17): Writing process

- DUE: Detailed outline of your paper for publication.
- IN CLASS EXERCISE: Review homework
- DISCUSSION: Developing strategies for effective writing.
- Assignment: Bailey (2015) 1.7, 2.14, 3.4
- Read: Connah (2010) Ch. 6

Week 8 (October 24): Making figures

- DUE: Annotated bibliography 3
- IN CLASS EXERCISE: Review homework
- DISCUSSION: A picture is worth 1000 words, so you have better make it count!
- Assignment: Bailey (2015) 1.8, 3.7 and 3.8
- Read: Connah (2010) Ch. 7

Week 9 (October 31): Customizing your text

- IN CLASS EXERCISE: Review homework
- DISCUSSION: Getting the right words and right references to the right venue.
- Assignment: Bailey (2015) 1.9, 2.4 and 3.10
- Read: Connah (2010) Ch. 8

Week 10 (November 7): Getting your writing published

- DUE: Annotated bibliography 4
- IN CLASS EXERCISE: Review homework
- DISCUSSION: Your advantage comes through taking a critical approach to writing.
- Assignment: Bailey (2015) 1.10, 2.8, 2.10
- Read: Connah (2010) Ch. 9

Week 11 (November 14): Organizing and formatting your manuscript

- DUE: Paper rough draft
- IN CLASS EXERCISE: Review homework
- DISCUSSION: Tools for making an effective presentation of your manuscript.
- Assignment: Bailey (2015) 1.11, 2.12, 2.11

- Read: Connah (2010) Ch. 10

Week 12 (November 21): Post-publication strategies

- IN CLASS EXERCISE: Review homework
- DISCUSSION: How to make your work visible (and why that is important). ([www.academia.edu](http://www.academia.edu), [www.researchgate.net](http://www.researchgate.net), ORCID, etc.)
- Assignment: Bailey (2015) 1.12, 2.6
- No reading—work on your papers

Week 13 (November 28): Revision process

- DUE: Annotated bibliography 5
- IN CLASS EXERCISE: Review homework
- DISCUSSION: How to turn your rough manuscript into a polished stone.
- Assignment: Complete draft of final paper

Week 14 (December 5): In class workshop

- IN CLASS EXERCISE: We will have a workshop where you read each other's drafts and suggest changes.
- IN CLASS EXERCISE 2: How to upload your paper to an online portal.
- Assignment: Continue working on your final paper.

Week 15 (December 12): FINAL PAPER MUST BE SUBMITTED FOR PUBLICATION. You will send me a copy of the collated pdf generated from the publisher.