DIRECTIONS FOR THE PRELIMINARY OUTLINE AND BIBLIOGRAPHY

PRELIMINARY OUTLINE OR PROSPECTUS
1. You may do this as a standard outline (with or without Roman numerals, complete sentences, etc.) or more as a prospectus in prose. Try to do it in a fashion that will be useful when you are writing the essay. Ideally, you’ll be able to use this outline/prospectus (or revised versions of it) by turning each point into a topic sentence for a section of your paper.
2. Be as detailed as you can be at this point, always understanding that you will probably change a lot later. The clearer the information you include about what you know and what you want to discuss in the essay, the more useful the advice I give you can be.
3. At the start of the outline/prospectus (or before it, if you wish), indicate what question you are addressing in the essay and any hypotheses you have about what your final thesis (main conclusion) might be.
4. At the end, indicate what parts of the research you have already done, what you still need to do, and what questions and problems you have about either the content or the process of writing your paper.

PRELIMINARY ANNOTATED BIBLIOGRAPHY
1. Use the format required in the latest edition of Turabian, including the proper order of information, punctuation, etc. You will be glad that you did this now when you don’t have to revise the bibliography in your final bibliography. I shall be handing out some sheets with information about some aspects of the format. You can also use a bibliography in any relatively recent book by a professional historian published by a university press as a guideline.
2. Divide the references into primary and secondary sources. You can decide whether or not to include separate categories for primary sources (such as newspapers, oral histories, letters, census reports, etc.). You do not need to do separate sections for books and essays in the secondary source category.
3. For each source, include a casual annotation with any information that might be useful for either you or me. Indicate briefly what the source includes that is relevant to your topic and whether you still need to read it carefully. If you do not have a personal copy of it, you should probably indicate where you can find it, including any relevant card catalog or file numbers, etc. Remember that you might want to refer back to this bibliography in future years.