

# PRIMARY SOURCE ANALYSIS

## STEP ONE:

With the instructor's help and approval, select a primary source that you expect to use in your research project.

## STEP TWO:

Compose a 2-3 page **essay** that provides the following information:

1. A detailed description of the source.
2. Answers to—or tackling of—the following questions:
  - Can you identify its author/creator, time, subject, purpose, etc.? Why/why not?
  - What kinds of questions can this source help to answer?
  - What are some of the issues that you must consider in order to answer questions about it and its potential use?
  - What concerns remain about the identity, purpose, use, etc. of this source that require further research and knowledge for its full exploitation in a research project?

Use the various questions/guides on the course website, the class's discussions of various primary sources, and your analysis of the documents for class exercises/workshops to help you think about and analyze your source.

**ESSAY TITLE:** Provide the single-spaced full bibliographic citation for your primary source at the beginning of the essay.

**BIBLIOGRAPHY:** Attach a bibliography of any additional sources consulted. (Do not include your primary source in the bibliography.) Use correct Chicago Manual format.

**FOOTNOTES:** Do not use documentation when referring to the document. It should not be necessary to use other sources, but if it is, be sure to use correct Chicago Manual form.

**REMINDER:** You are writing **an essay**; thus, it should have a thesis (which you must **highlight** in some way), supporting paragraphs (each with a topic sentence that ties the paragraph to the essay's thesis), and a conclusion that links everything together.

**\*\*\* WARNING:** Do not write a paper that explains how you plan to use the source in your research project. Just focus on the item and its identity and usefulness in general.

**SOURCE:** Attach a copy of the source to the end of essay.

**PLEDGE:** Include neatly at end of essay. *Sign* hard copy.

### **STEP THREE:**

On **Monday, October 7 (in class)**, submit **2** paper copies.

**Also, electronic copy due on Slack:**

title of Word document/file:

your last name “primary source” [without quote marks] --

e.g, **Jones primary source**

### **STEP FOUR:**

**Meet with instructor to discuss paper. It is up to students to arrange meetings.**

### **STEP FIVE:**

**Wednesday, October 16: Submit 1 copy of rewrite – in 2-pocket folder with *same checklist submitted with proposal* and with *first paper*.**

**Also, electronic copy due on Slack:**

title of Word attachment: your last name and “primary source rewrite” [without quote marks] --

e.g., **Jones primary source rewrite**

**Suggestion: keep all original papers and rewrites in the folder. They will be available whenever you (or the instructor) need them.**

**STEP SIX:**

**Wednesday, October 16 (10 p.m.): deadline for posting rewrite on website.**