

## The Prospectus & Annotated Bibliography

Due by **Thursday 23 March 2017**  
in the Drop Box, by the beginning of the class, **4:30 PM EDT**

The **Prospectus** is a “proposal” to us regarding your research into envisioning a sustainable future. Writing this formal proposal allows us to provide specific feedback to you concerning your research topic and approach.

The Prospectus should contain the following material:

- 1) A title – with a subtitle, if appropriate. (*To count for 10% of the Prospectus grade*)
- 2) A four or five paragraph statement of what you are investigating and how you wish to structure your presentation. An outline of key points you wish to cover, indicating the progression of your thinking might be appropriate, or the development of the paper can be discussed in paragraph form. (*To count for 50% of the Prospectus grade*).
- 3) An annotated bibliography and source list of *primary source material* and key secondary sources that you intend to use to build the argument of your paper. (*To count for 40% of the Prospectus grade*).

and

- 4) A signed statement from you indicating that you have [read, understood and intend to abide by Harvard’s policy to avoid plagiarism](#) in your work on the proposed paper.

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In general terms, it is expected that the **Prospectus and Annotated Bibliography** will total about about 5 to 7 type-written pages (250 words per page, for a total of approximately 1250 to 1300 words). The first two or three pages will contain the description of your paper’s intent and the remaining pages will encompass your annotated bibliography of sources. (NB: An annotated bibliography contains 2-3 sentences to briefly summarize each source.) As an example -- for general reference purposes only -- you may wish to view [a successful Prospectus and Annotated Bibliography](#) submitted for a *different course* in the past. This was an adequate (although not necessarily outstanding) Prospectus from the 2015 class when it was submitted. In any case, it should give you a sense of what is expected, although the subject matter is understandably very different from this course.

In terms of format and presentation, please use the citation style of the American Psychological Association (APA). We will be looking to see if you use this style consistently throughout your Prospectus and the final paper itself. Further, information on the form of paper presentation is provided by the **Harvard College Writing Program**. In particular, you should become familiar with their resource known as the [Harvard Guide to Using Sources](#) to help you learn about the APA or MLA citation conventions.

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