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T.C.U. FACULTY BULLETIN

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Vol. IX

December 9, 1937

No. 13

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Dear Faculty Member:

The enclosed Instructions for Form of Investigative Papers are sent to you by the English Department to keep you informed regarding the training we are giving to all our students in the preparation of formal papers. We realize that some mechanical details may not be those which you prefer in your classes, but we hope that we have worked out a modern style sheet here. Please feel free to make suggestions for improvements. We revise these instructions annually and can take advantage of your suggestions for next year. ✓

Cordially yours,

*Rebecca W. Smith*  
Rebecca W. Smith  
Chairman English Department

Departments of English, History, and Economics

Texas Christian University

Instructions for Form of Investigative Papers ✓

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BIBLIOGRAPHY

A bibliography should be attached to every long investigative theme or semester paper, representing the books, articles, and other sources consulted in the preparation of the paper. Only those sources actually used in the paper should be listed. If the bibliography is long, divide the sources into books, articles, letters, and unprinted sources. Otherwise, group all items together. List them under each heading alphabetically by authors. If more than one item is listed under any author, arrange the items alphabetically by title.

Form of Bibliography

I. Books

Kappler, William M. (compiler). Treaties, Conventions, International Acts, Protocols and Agreements between United States of America and other Powers, 1776-1909. 2 Volumes. Washington: Government Printing Office, 1910.

Macgowan, Kenneth. The Theatre of Tomorrow. New York: Boni & Liveright, 1921.

Ramey, Alfred Robert and Johnston, Winifred (editors). Readings in English Prose. New York: Doubleday, Doran, 1931.

Report of the Joint Committee on Standards for Graphic Presentation. New York: American Society of American Engineers, 1918.

II. Articles

"Abelard," Encyclopedia Britannica (13th ed., 1927), I, 100-10.

Brown, Mary. "How to Build a Summer Home," Atlantic Monthly, XX (1927), 257-60. [Or: Atlantic Monthly, November, 1927, pp. 257-60.]

"Chemical Warfare in the Future," North American Review, 216 (1922), 476-80.

Editorial, Fort Worth Star-Telegram, October 30, 1933.

"Expedition of Captain Fish to the Rocky Mountains," House Ex. Doc. No. 45, 38 Cong., 1 Sess.

Woolf, Virginia. "How to Read a Book," in The 1936 College Omnibus. Edited by James Dow McCallum. New York: Harcourt, Brace & Co., 1936.

III. Letters, Manuscripts, and Interviews.

Interview of John Smith with William Brown, Fort Worth, Texas, October 1, 1933.

Manuscript of Izaac Van Zandt Letters in the Library of the University of Texas.

Abbreviations

The following standard abbreviations are permissible in bibliographies and footnotes:

chap. (chapter)  
ed. (editor or edition or edited)  
ff. (following)  
ibid. and ibidem (in the same place)  
op. cit. (in the work cited)  
p. and pp. (page and pages)  
vol. (volume)

FOOTNOTES

These are the purposes for which footnotes are used: to cite sources from which specific statements or quotations are taken; to permit the author to comment on his own work; to indicate material related to the discussion but not important enough to be included in it.

Two methods of arranging footnotes are satisfactory. (1) An arabic numeral is superimposed at the point in the discussion where the note is needed; and at the bottom of that page of manuscript the numeral is repeated and the footnote placed. (2) A numeral is placed in the discussion, as above indicated, but the corresponding numeral and footnote are placed immediately beneath that passage in the manuscript. In both arrangements, the numerals may run consecutively for each page; or they may be continued consecutively for the chapter or for the entire paper.

Form of Footnotes

<sup>5</sup>Arthur F. Bryce, The History of Greece (1925), I, 289. [The date may be omitted after the first citation.]

<sup>22</sup>Mary Brown, "How to Build a Summer Home," Atlantic Monthly, XX (1927), 257ff. [Or: Atlantic Monthly, November, 1927, pp. 257ff.]

<sup>7</sup>Encyclopedia Britannica (13th ed., 1927), XXI, 27.

<sup>4</sup>"If he can get for the Kyng a piece of mony, I thynk it will gage hym that waye from harkening to papisticall confederacy" (Wright, op. cit., II, 442).

<sup>10</sup>Ibid., p. 516. [Ibid. must refer to an immediately preceding citation.]

<sup>40</sup>Wadley to Cooper, December 31, 1862, Official Records, Ser. IV, Vol. 2, 270-72.

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Several bulletins from the Federal Bureau of Investigation have just been received by S.W. Hutton. If any faculty member would like to read any or all of them they will be loaned for a few days at a time.

A bulletin from The Temple Tours has just been received. If any member of the faculty is interested in European travel for next summer this bulletin will give valuable information. See The Registrar.

Beautiful Christmas covers for church bulletins may be secured through the United Christian Missionary Society, 222 Downey Avenue, Indianapolis, Indiana at 25¢ per 100 copies. If you are serving a church and want some of these leave your order with S. W. Hutton not later than Friday of this week.

A valuable copy of "Art Studies in the Life of Christ" by Bailey has either been loaned or misplaced within the last few weeks. Will the finder please return it to the Registrar's Office.

Please urge your students to check up on their spring registration if they have made any change in their course since first registering in the fall. All spring registrations adjusted now will lighten the January load for both office and student, and will assure the faculty ample opportunity for conference with problem students.

Faculty Dinner---Tuesday, December 14, 1937 at 7:30 P.M. Tickets 60¢ each. Reservations must be made by Saturday noon with Mrs. Willis Hewatt--4-2927. Formal attire if desired.

The following students have withdrawn from school and should be taken from class rolls:

Flatt, Vera  
Miller, Charlotte

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The Administrative Policy concerning the Summer Term:

The Pool plan was the proposal of the faculty, accepted by the Administration. It is a fine expression of the cooperative spirit of our group, making possible the use of more teachers, and favoring those of the lower salaries. Since the salary scale is still quite under par, the Committee and Cabinet thought the Pool plan should be continued.

The Administration expressed to the Committee and to the Cabinet its willingness to operate the Summer Term on either plan.

There are two weaknesses in the Pool plan. We cite them that they may be counteracted by a fine spirit of cooperation.

The first is uncertainty. Any teacher may offer his courses, but not until work begins may some be sure they will materialize. The second is the temptation and pressure to competition. Where needed income is involved, a teacher will feel the urge to solicit students. This tends to competition; it risks the lowering of professional dignity and prestige.

To counteract this weakness of the plan, considerate cooperation is needed. Courses that repeatedly draw the bare minimum or less should not be relied upon or offered. Each staff, and the staffs of related departments, should agree to some plan of alternation of offerings and of teachers by terms and summers.

Summer positions in other colleges may be obtained for those whose time it is to lay off here. The Administration will be glad to assist in this.

Colby D. Hall

At its meeting December 2, the Cabinet voted to conduct the Summer Term of 1938 on the Pool Plan as heretofore with three points of modification.

Toward clarity and convenience, the essence of the Pool plan, as modified, is here recited. The modifications are indicated by (1938).

1. The tuition received is divided, 25% to the University for overhead, 75% to the Pool, lab fees to the University.

2. The Pool is distributed on the basis of semester hours taught, each term, regardless of rank or regular salary.

3. Any teacher (in consultation with the staff) is privileged to offer any of his regular courses, if there are enough enrollments, as follows:

	Fresh. and Soph. Rank classes	Upper class or Gr. Rank Class
Minimum for any class	5	4
Minimum for two classes of one teacher, at a time (6 S.H.)	12	10
Minimum for one teacher with one class (3 S.H.)	6	5

The numbers for Freshman and Sophomore classes are new (1938).

4. (1938) There shall be no extra pay for Conference students, or extra students or Theses. The income from these shall go into the pool 75%, overhead 25%. Provided, the Equity Committee is authorized to count a Thesis student as a part of the load, if in its judgment the circumstances justify. Teachers may take on these extras as they may desire to help students for emergency needs.

5. ((1938) The schedule shall be changed to provide three periods of 90 minutes and 10 minutes intermission, with a possible fourth period if needed. This will cover the time needed in five days, omitting Saturday. The schedule recommended is:

7:30 - 9:00	10 minute intermission
9:10 -10:40	10 minute intermission
10:50 -12:20	10 minute intermission
12:30 - 2:00	10 minute intermission

6. The Curriculum Committee will serve as an equity committee to adjust matters of exception and equity.

7. Faculty members are to use their influence to secure students for the summer term, (but of course to avoid any semblance of influencing students from one class to another).

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NAME	DATE & CLASS	REASON
<div style="background-color: black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p>Names redacted</p> </div>	12-8 (All)	Ill
	12-2 (All)	Ill
	12-8,9 (All)	Cold
	11-29,30 (All)	Ill
	11-1 (Chem.11)	working
	12-6 (All)	Ill
	12-4,8 (All)	Cold
	11-30 (All)	Ill
	12-4 (All)	Ill
	12-4 (All)	Ill
	12-8 (All)	Cold
	12-7 (P.T.)	Cold
	12-3 (Journ.)	Ill
	12-6 (All)	Ill
	11-29,30 (All)	Ill
	12-7 (All)	Ill
	12-4 (All)	Ill
	12-3 (All)	Ill
	12-6 (Math.)	working
	12-8 (P.T.)	Ill
	12-3 (Geol.)	Ill
	12-8 (All)	Ill
	12-8 (All)	Ill
	12-4 (All)	Ill
	12-1 (All)	Ill
	12-1 (Eng.36)	car trouble
	12-2 (All)	Ill
	12-6 (All)	Ill
	12-7 (All)	Ill
	12-6 (Hist.)	Flu
	12-6 (All)	Ill
	12-4 (All)	Ill
	12-4 (All)	Ill
12-1 (All)	Ill	
12-3,4,6,7,8 (All)	Ill	
12-8 (All)	Ill	
11-20-12-3 (All)	out of town	