

## PRECODING STEPS

1. Enter your name, today's date, and the paper number in the upper right-hand corner of the Paper Coding Sheet.
2. Enter your name and today's date in the upper right-hand corner of the paper.
3. Note that each source has a number (e.g.: B0102). Also note that each citation in the paper is numbered in the right-hand margin and is accompanied by the source number to which the citation refers (e.g.: B0102). We only code the material inside the marked boxes.
4. On each source, write the page number in the upper right-hand corner starting with page 1. Do not use the source's internal pagination. If the source begins with an abstract generated by the database or with a title page and is otherwise blank, number that as 0 – for example the first page of B0108.
5. Before you begin coding the paper, review “Glossary for Paper Coding” and “FAQs for Paper Coding.”

## CODING STEPS

6. To code the paper, read the first box of text and then read the corresponding source and identify the passage to which the citation refers.
7. Following the definitions on the “Glossary for Paper Coding,” highlight all source uses within the box:
  - pink** for summary;
  - green** for paraphrase;
  - yellow** for patchwriting;
  - blue** for copying.

Highlight only cited material inside the boxes.

Note misunderstood or misquoted sources, or other issues of potential concern and or interest, in the left margin.

8. In the second column on the "Paper Coding Sheet," enter the page in the source where the citation appears. If the citation spans more than one page, enter only the number of the first page.
9. In the third column of the "Paper Coding Sheet," enter the source used (the source number of the citation).
10. In the fourth column of the "Paper Coding Sheet," enter the number of the page in the source from which the student was working. If the citation refers to multiple pages in the source, enter only the number of the first page.
11. If there is only one type of source use in the box, write a 1 in one of the last five columns of the "Paper Coding Sheet." (In the case of copying, be sure to check the correct column, depending on whether it was marked as a quotation or not.)
12. If there is more than one type of source use in the box, write a 1 in the fifth column of the "Paper Coding Sheet" and determine which type of source use dominates— whichever type has the most words highlighted. Write a 1 in one of the last five columns of the "Paper Coding Sheet."
13. Repeat steps 6-12 for each box of text.

## POSTCODING STEPS

14. When you and your coding partner have finished coding the student paper, go through and reconcile. Fill out a new "Paper Coding Sheet" with your agreed-upon codes. In the upper left-hand corner of the new "Paper Coding Sheet," enter both your names, today's date, and the paper number.