

Guide to Essay-Writing (v. 2)

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1 General

In the words of Jim Pryor, “a philosophy paper consists of the reasoned defence of some claim”. This excludes two kinds of papers from being acceptable: first, papers which do not defend any substantive claim, but are primarily summaries of the literature, or a collection of observations and unconnected musings. It is not enough for your paper to merely summarise or endorse the secondary literature. You must make your own argument.

Second, a good philosophical essay tries to make a reasoned *argument*: it offers the reader *reasons* to believe what the author proposes. An argument starts from premises, and reaches a conclusion through a number of clear and logical steps. Thus, a good paper is not merely a retelling of one’s opinion, or a rhetorical appeal to some authority or authoritative principle.

2 Topic

Your essay must have a clearly formulated question. Ideally, both the question your essay is tackling and its answer can be formulated in a single sentence.

Specificity

Most students choose topics for their essays which are too broad. Assume that you wish to write an essay on egalitarianism. Here are three questions you could ask:

1. Is egalitarianism the correct theory of justice?
2. Should egalitarians seek to equalize resources or welfare?
3. How can a resource-based egalitarianism deal with the needs of disabled people?

The first question is not acceptable for an essay—it would probably be too broad even for a Ph.D. thesis. The second question is better, but still too broad. It still needs to be narrowed down in some way—e.g., is Dworkin’s criticism of equality of welfare correct? This question, as well as the third question, have the right degree of specificity.

Focus

Once you have settled on an essay question, you should stick to it. A good essay answers the question it is addressed to, *not more and not less*. Every essay must strike a balance between

breadth—the amount of material covered—and depth—the detail at which the material is covered. Most students over-emphasise breadth. Be picky. In your reading, you will come across many different interesting points and arguments. Do not try to cover all of them in your essay, but focus on those you think philosophically most challenging.

Your essay should be a directed argument for a narrow claim without any diversions. Think of your essay as a stringent, progressing argument for a *single* proposition.

Originality

Many students worry about how original their argument has to be. No one expects from an undergraduate essay that it solves the deep problems of philosophy once and for all. What is required of you is to engage with a philosophical topic independently: you need to show that you can think critically on your own.

Let's take egalitarianism again. Imagine that you're writing on whether (resource) egalitarians can adequately account for the severely disabled. There is literature on this topic already, in which arguments and counter-arguments have been offered. So a first task is for you to understand and summarise these papers critically; describing clearly and in your own words what the philosophical problem is can already be an important contribution.

The main part of your paper could then be several: you could develop replies to the objections in the literature; or you could evaluate which of the two sides have the better argument (in your view); you could try to find shortcomings or gaps in the arguments; and so on. All of this would be enough to count as an original contribution on your part: you do not need re-invent egalitarianism, or problems surrounding disability in this context.

3 Style

There is a common misunderstanding that complicated intellectual thought is or only can be expressed in complicated language. However, the primary function of an academic essay is to communicate an argument to your reader. Thus, almost the opposite is true: you should follow the maxim *to express your ideas as simple as possible*, but not simpler.

Aim for clear and direct language. Keep your sentences short and grammatically simple. Avoid pretentious language. You will get no bonuses for style, and being overly ornamental might even count against your essay.

English as a Non-Native Speaker

You will be required to write your essay in English, which might not be your native language. This shouldn't worry you. What matters in your essay is whether you can make yourself understood and argue your central point clearly; not whether your English is elegant or stylistically clever.

If this is one of the first essays in English you write, then mistakes—in spelling, grammar and diction—are inevitable. That's fine. Such mistakes will not influence my grading *unless* these errors are so grave and common that they negatively affect my ability to understand the essay.¹

Style Guides

Various style guides are available on the market, like Strunk's *The Elements of Style*, or the *Chicago Manual of Style*. These guides *can* be helpful, but they can also foster a misguided obsession over the supposed "rules" of style. So I wouldn't recommend that you use them.

Specific Advice

Pronouns. The pronoun "I" should be used in philosophy essays. Avoid awkward passive phrases such as "It can be argued that ...". Instead write, "I will argue that ..." or "Williams argues that ..." or "Williams argues that ... and I disagree because ...". Never use "we" if you mean "I".

Special Terms. You will come across many specialist terms during your reading ("deontology", "contractualism", etc.), or common words which philosophers use in uncommon ways. Be cautious with using such concepts: only use them if you are certain you know their precise meaning. If you can express your ideas without them, see whether you can avoid them.

Definitions. When and how to provide definitions in a philosophy essay is a complex and highly contextual question. In general, most terms have a natural and decently clear meaning and do not need to be explicitly defined. Definitions become important only where a clear understanding of the concept is crucial to the argument, and where the concept is vague and ambiguous.

Dictionaries. Never rely on general-purpose dictionaries for definitions.

Examples. If you include examples or thought experiments, take your time to describe them clearly, and highlight what

¹ For more advice on writing English essays as a non-native speaker, see <http://www.matthiasbrinkmann.de/wordpress/2016/11/working-in-the-humanities-if-english-isnt-your-first-language/>

their philosophical relevance is. However, do not get lost in detail: focus on what's philosophically essential to the example.

Paragraphs. The paragraph should be your basic unit of thought. A paragraph should make one point, and be connected to the paragraphs before and after. Make paragraph breaks often.

4 Structure

An important element in writing your essay is structuring. The importance of a point should track how much space you give to it: your main argument should also take up the most space in your paper.

Normally, your essay should be divided into sections. However, don't overdo sub-dividing your paper (as especially German students are apt to do). More than two levels of section are rarely needed (so no 1.2.4, 2.3.5 etc.).

Signposting

Make the structure of your essay as transparent as you can. Tell your reader explicitly how your argument works, and how its parts hang together. This is usually highlighted by connective phrases such as

I will first argue that ... and then argue that ...

I will outline Kant's position ... and then criticise it by arguing ...

On the basis of these points, I conclude that ...

We now have to consider the objection that ...

Your paper shouldn't be a murder mystery. There should be no sudden twists in your argument. Tell your reader what you're going to argue for at the very beginning, and which side you're on.

Standard Structure

One standard essay structure is the following:

1. *Introduction*—summarising the main claims and argumentative structure of the essay;
2. *Clarifying the Question*—clarifying any ambiguities and defining central terms, insofar as necessary, and narrowing down the question of the essay;
3. *Central Argument(s)*—the major body of the text, giving the central argument, describing both the premises of the argument, and discussing its conclusion;

4. *Objections and Replies*—objections which could be made against the central argument, and rebuttals of those arguments;
5. *Summary*—brief summary of the main argument, and noting any open questions.

This is not a structure you have to stick to, but it might be helpful for guidance.

5 Literature

Using philosophical literature is a crucial element in a good philosophy essay. Without it, you're likely to re-invent the wheel.

Finding Literature

There are different ways to find literature for your essay.

- The Stanford Encyclopedia of Philosophy (plato.stanford.edu) is an excellent resource. It gives both an overview over various topics, and provides links to further literature.
- The Internet Encyclopedia of Philosophy (iep.utm.edu) is similar in format and style, though less extensive.
- PhilPapers (philpapers.org) is an extensive literature database for papers in philosophy. You can search by keywords, or browse through categories.
- Google Scholar (scholar.google.com) also allows you to search for academic papers. The most important function is that it allows you to see which, and how many, authors cite a given paper, which can allow you to find new papers.
- Academia (academia.edu) is a networking portal for academics. It often has working papers by scholars in the humanities. Some scholars also upload their published papers which you otherwise might not have access to.
- SSRN is a similar portal (ssrn.com) with a stronger focus on law and the social sciences.
- The Wikipedia should *not* be trusted when it comes to philosophy, and you should never rely on it in your philosophical work. However, it can sometimes provide links to more trustworthy resources, or be helpful for exploration.
- Simple googling on a philosophical topic is also possible, but you should be very careful with the results. As a rule of thumb, only trust a source as academically valuable if it is written by someone who is affiliated with a respectable academic institution you've heard of.

For some topics, you will find that there is much more literature than you can read. In this case, you need to prioritize what's important to your essay and what isn't. As a *very* rough rule of thumb, put more emphasis on (a) papers which are more relevant to your topic over those which are less relevant; (b) papers by well-known philosophers, or papers which are quoted more often, or published in more prestigious journals, over papers which aren't; and (c) papers which are more recent over papers which are older.

Referencing

Each essay needs to be properly academically referenced. That is, the source of any direct quote and anything you paraphrase closely must appear in a footnote. It is up to you which referencing style to use, but it should be consistent and transparent. Some other advice:

- For quotations, page references must be given—it's not enough to refer to the entire article or book.
- Classic authors like Kant or Plato often have special ways to reference their work; talk to me if you're unsure.
- At the end of your paper, there should be a section entitled "Works Cited" which lists all papers you have cited.
- Citations should be given in footnotes or in parentheses within the text, *never* as endnotes.
- It can be useful to learn how to use a reference manager such as Zotero, Citavi or EndNote.

Blockquotes

Any direct quote from the literature must be highlighted as such. Longer quotations should usually be avoided, but if you use them,

put them as block quote, as displayed here, with extra margins to the left and right. This visually sets them apart from the text and makes them easier to read.

Paraphrasing

If you paraphrase the literature—that is, if you take another author's argument and summarise it, or follow it closely, without directly quoting it—that also needs to be referenced. At every point in your essay, it needs to be clear whether you're repeating someone else's claims, or whether you're providing your own.

The boundaries between paraphrase and interpretation can sometimes be difficult to discern, and I'm happy to discuss this in concrete examples.

6 Grading

I will assess your work along the following dimensions.

1. *Structure*: Is the essay structured in a useful and logical way?
2. *Focus*: Does the essay have a clear focus, and a well-defined question? Does it engage its topic at sufficient depth?
3. *Clarity*: Is the writing clear and understandable? Are key claims and principles formulated well?
4. *Use of Literature*: Is influential secondary literature taken into account? Does the author show an understanding of important points in the secondary literature?
5. *Quality of Argument*: Are the arguments in the paper plausible, logically valid, and based on convincing premises?
6. *Critical Thinking*: Are possible objections to the author's argument anticipated? Does the paper present the work of other authors in a charitable way?
7. *Originality*: Is the argument provided original and independent, or is the paper primarily a summary of arguments from the literature?
8. *Difficulty*: How philosophically or formally demanding is the topic? Does it require lots of background knowledge?

Overall Grade

Based on these dimensions and a holistic assessment of the overall quality of your essay, I'll assign it a grade in one of the following categories:

UK	D	
1 (70+)	1.0 1.3	Excellent work which contains an original and critical argument on a focussed, interesting topic. Good structure, clarity and use of literature are preconditions for these grades.
2.i (60-69)	1.7 2.0 2.3	Good work which deals with a philosophical topic in a circumspect and independent way, but suffering from weaknesses in some of the dimensions mentioned. Decent structure, clarity and use of literature are preconditions for these grades.
2.ii (50-59)	2.7 3.0 3.3	Acceptable work which shows some competence in dealing with the topic, but which has one or more major weaknesses.
3 (40-49)	3.7 4.0	Work which shows enough sufficient engagement with the topic to count as passing, but which is significantly undermined by a crucial misunderstanding of the topic, or other severe shortcomings.

7 Formal Elements

Requirements

Your paper doesn't require a title page, but your name, email address, student number, and years (terms) of study should be on the front page. In addition, there should be a short abstract (100-200 words) at the beginning of your paper which briefly summarises the main claims of your paper. You *must* send me your paper in a Word-compatible format (.doc, .docx, .rtf).

Layout

Your paper's layout should be simple and visually pleasing, though good or bad layout won't affect your grade. Features of good layout normally include:²

- a professionally looking serif font;
- margins between paragraphs;
- section and subsection headers which are typographically set apart from the main body of text;
- wide page margins (left and right margins of at least 3cm);
- italics used for emphasis;
- footnotes instead of endnotes;
- single-spaced or nearly single-spaced text, fully justified; and
- longer quotes set as blockquotes.

8 Further Reading

More useful advice is also contained in Jim Pryor's excellent guide on how to write a philosophy paper. You can find it at

<http://www.jimpryor.net/teaching/guidelines/writing.html>

Another very useful resource on how to write a philosophy essay is Douglas Portmore's guide, which is online at

<http://www.public.asu.edu/~dportmor/tips.pdf>

For all other questions you have about writing a philosophical essay, talk to me directly.

² I have written on the features of good layout elsewhere — please see <http://matthiasbrinkmann.de/docs/layout.pdf>.