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Scheduling: http://www.jifflenow.com/grp/Travis_Ables

Purpose and Goal

The purpose of the Writing Tutor Office is to help students improve as writers and researchers. Any graduate student will quickly learn that writing is hard work and that a strong research paper requires a significant amount of effort. Divinity Students will have many opportunities to refine and hone their writing skills throughout their coursework. Each discipline offers students an opportunity to learn and experiment with different assignments, research methods, and styles. It is the goal of the Writing Tutor Office to lend aid by way of offering critical feedback, suggesting research strategies, and by providing responses that will help the writer advance his/her paper. The Writing Tutor Office is one of many tools students can utilize to become effective writers, researchers, and communicators in the rich field of religion.

I am available for consultation in Divinity 114A. I will generally hold office hours Wednesday and Friday afternoons, but it is strongly preferred that you make an appointment; more time slots will be available for those who do so. Please email me or consult my Jifflle calendar (link above) to schedule a consultation. Scheduled sessions will generally be 30-45 minutes.

Policies:

- Generally I will meet with students to discuss particular papers for classes; however, I am available for more general consultation or tutoring regarding writing matters. A relevant writing sample is always helpful for such appointments.
- Paper drafts must be emailed to me at least 24 hours before a consultation (NB: this applies to business days. If your consultation is on Monday, I need it on Friday. Even Writing Tutors take weekends off!). If possible, please send it more than 24 hours early – the earlier I have it, the more attention I can give it.
• Consultations for papers must occur **at least 3 days** before the paper is due for the class. This will allow you to implement changes, perform any supplemental research, and finalize the paper.

• Please provide the course name and a description of the assignment with the paper. An electronic version of the syllabus, if available, is best.

• Papers should be double-spaced, proofread, and include all relevant citations.

• When you email the paper, please alert me to particular concerns you have with it, the assignment, or your writing in general.

**Things to keep in mind:**

• I will help you determine issues of structure, clarity, organization, grammar, mechanics and the like with the paper, and teach you to be alert to such issues in the future.

• I will suggest ways the argument, thesis, and organization can be strengthened or clarified. I can help you think through your ideas, and the way they are stated and organized.

• The writing process is often highly individual, but we can and will discuss ways that you can develop your process and make it more efficient. I am happy to discuss tips for brainstorming, researching, writing, and revising, and dealing with writing block.

• Provide guidance on appropriate citation and documentation systems for papers.

• The responsibility for your papers remains **yours**. I will not write, complete, or revise your paper, or any portion thereof, for you.

• A consultation with the Writing Tutor is not a guarantee of a good grade. I will not grade or speculate on the possible grade for a paper.

• The Writing Tutor is not a copyediting, proofreading or spellchecking service.

• Writing consultations are confidential. I will not share information about consultations with other students, administrators, or faculty without your consent. Papers will be kept confidential and secure.

• Provisions of the Vanderbilt Honor System should be adhered to at all times. (http://www.vanderbilt.edu/student_handbook/chapter2.html)

**Resources**

*Vanderbilt Jean and Alexander Heard Library:*

Library reference tools: [http://www.library.vanderbilt.edu/ref/index.shtml](http://www.library.vanderbilt.edu/ref/index.shtml)

Library resources by field of study: [http://divinity.library.vanderbilt.edu/areas/](http://divinity.library.vanderbilt.edu/areas/)

LibGuides: “Research assistance, subject guides, and useful resources compiled by your friendly librarians.” [http://libguides.library.vanderbilt.edu/](http://libguides.library.vanderbilt.edu/)

Getting Started With Your Research: [http://www.library.vanderbilt.edu/research/](http://www.library.vanderbilt.edu/research/)
Vanderbilt Resources


Writing Studio Resources: http://www.vanderbilt.edu/writing/resources/

Style Manuals

Chicago Manual of Style (online access through Heard Library): http://www.chicagomanualofstyle.org/home.html

Turabian Quick Guide to documentation systems: http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html


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Other University Writing Centers
(see also http://www.vanderbilt.edu/writing/resources/other%20writing%20centers.php)

Duke Divinity School: http://divinity.duke.edu/academics/center-theology-writing-media/writing-resources

Purdue: http://owl.english.purdue.edu/owl/

Dartmouth: http://www.dartmouth.edu/~writing/index.html


Ashland Theological Seminary: http://seminary.ashland.edu/academics/academics-writing.html
(includes a very helpful Writing Handbook)

Of Special Note:


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