

## GUIDELINES FOR WRITING PAPERS

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**The following guidelines should be followed for all papers written for me, unless specific alternative instructions are given.**

1. Your paper should be high quality in terms of content and analysis.
2. Your paper should be high quality in terms of technical presentation. It should be well organized, clearly written, and grammatically correct. It should not have spelling errors. Proofread your paper carefully before submitting it!!
3. The paper should be printed or typed, double-spaced. If you are using a word processor, my preference is to use Times New Roman 12 font, but this is not a requirement.
4. Include a title page with the title of your paper and all of the following information: your name; course name, number, and section number; date.
5. Use this guideline to assure that the paper is well organized: use a heading or subheading every page (ideally) or at least every two pages.
6. Number your pages.
7. Include a reference section at the end of the paper that lists all references cited in the paper. Use standard APA format for your references.
8. All factual and statistical statements in the paper should be documented. That is, all such statements should have a source cited. Any quotes should have a source cited that includes the page number from which the quotation was taken. Use standard APA format for citing your references.
9. Due dates: see due dates on the syllabus or refer to dates as announced in class. I am serious about due dates. Typically I take off one letter grade for each calendar day late. Sometimes, especially for work due at or near the end of the semester, I will announce in class that papers will not be accepted after the due date.
10. **IMPORTANT:** do not give me your only copy of your paper. *Keep either a Xeroxed copy, or a computer file of what you submit.*
11. Keep all drafts you use in preparing your paper. I may wish to see them later.
12. In some cases it may be appropriate to include supplementary material in an appendix. Examples include questionnaires you used, responses to questionnaires, material you prepared in advance for interviews, etc. In all cases, the main body of your paper must stand alone without requiring the reader to look at the appendix.
13. **Before submitting your paper**, do these four things:
  - Re-read all instructions and requirements for the assignment, and carefully check that you have done what was expected.
  - Re-read this document, and carefully check that you have followed all guidelines.
  - **PROOFREAD** your paper carefully. If you find errors, it is OK to make handwritten corrections. I would much rather know you have found an error and corrected it than to have you submit a paper with technical errors. It is acceptable to have a few hand-written corrections. It is also acceptable to me for you to ask someone else to help you proofread your paper after you have written it.
  - Finally, before you submit your paper, ask yourself these questions: Does this work represent my best effort? Am I proud of the work I am submitting?