5.2.5 Analysis Paper Format

Do not modify the scope or the intent of these evaluation factors noted above. Do so at the risk of major grade penalties! You can change the sequence of topics within each section if you feel that it makes sense to do so.

Integrate all charts and graphs within the contents of the narrative. Do not include references within the narrative but use footnotes. Footnotes should be at the bottom of the page and not at the end of the paper.

Footnotes are not the same as a bibliography. The bibliography is not required until the final paper is submitted. Three "best of breed" articles that you have found during your research should be included with the final paper with a summary page with the documents that indicates why you feel that they are significant to the contents of the paper.

You must follow the recommended structure for the paper. If you find that some portion of the recommended structure does not fit well with your paper, you meet with the instructor to talk it over before you decide to ignore or modify it.

5.2.6 Typing Your Paper

The paper must be single space. The pitch of the type or font size must be 12. The typeface must of the serif family. Helvetica and Times Roman are in this family and are acceptable. However, I prefer Century Schoolbook. It is easier to read which results in making the paper easier to grade.

The following parts will be required. Each has a style. If you are not sure of the style, please see the instructor. The parts are:

1. Cover Page

This should follow a standard technical paper style.

2. Table of Contents (for the final submission only)

A table of contents, with page numbers, for the entire paper every time you submit a section, even though it may change as you proceed with subsequent work is required.

3. Paper Content

The body of the paper, its content, must be organized by section. The concepts or points that you are making within sections must also be organized.
Footnotes are required for any of the following reasons:

- To establish the validity of evidence. This means important statements of fact that are not common knowledge must be supported by evidence of their validity.

- To acknowledge indebtedness. A footnote is required for each statement of fact, for each quotation, and for each conclusion or inference borrowed from another author. This is necessary if the indebtedness is paraphrased.

4. Bibliography

A bibliography of your references is required. Any quotes, statistics, tables, charts, etc. in your paper that are drawn directly from other sources must be cross-referenced in the text to the bibliography entry. Failure to attribute such material to original sources constitutes plagiarism and will be handled accordingly with the academic dishonesty of the University. This will result in immediate failure in the course and possible disciplinary action. Any material that you interpret, summarize, or significantly alter in extracting it from the source material does not have to be cross-referenced in the text, but the original source still needs to be included in the bibliography. It is OK to also include footnotes or endnotes for specific citations, but you must also provide a full bibliography for your entire set of references.

- You can contact key individuals from the "real world" by phone to interview them for your research. Before you do so develop a good plan for your interview: the individual, his or her phone number, and a general set of interview questions.

Your citations must be organized by citation type, i.e. Books, Periodicals, URLs, etc.