Western Illinois University, School of Graduate Studies

Guidelines for Preparation of <u>Action Research Papers</u>

(To be submitted directly to University Archives, Malpass Library)

(Note: If you are completing a thesis or dissertation, go to the <u>Guidelines for Preparation and Submission of Theses and Dissertations</u>)

Format, style, method of presenting bibliographies, etc., vary in departments depending on the subject matter field of the paper.   In spite of differences, however, some uniformity is expected in all papers submitted in partial fulfillment of requirements for advanced degrees. The following are certain points of information which may be useful to students in preparing research papers.   Along with certain requirements are suggestions which should be followed, unless the student is otherwise directed by his departmental research committee and/or his advisor.

The research paper is a final document and not a copy document for submission to a journal. The Graduate School Guidelines specify these important differences. They are:
1. The research paper must not carry running headings;
2. Tables and figures are placed where they belong in the paper and no notation is placed in the text as "Table 1 here".

General Instructions

WIU research papers reflect on the student, the department, and the University. Thus, it is in all our interests that they are of the highest quality and format.

The graduate student's original research paper will be permanently housed in the University Archives and cataloged so that it will be available to researchers. A copy will be available via interlibrary loan upon request.

Research Committees
The research committee shall be comprised of a minimum of three departmental faculty, of which one shall serve as chair. The chair must be a full member of the graduate faculty. Other committee members must be full or associate members of the graduate faculty. Additional graduate faculty can be added to the committee per departmental policy.

Research – Human Subjects
Any research that involves human subjects, whether funded or not, that is undertaken by WIU faculty, academic staff or student or supported by Western Illinois University, must be reviewed by the WIU Institutional Review Board (IRB). Prior to collecting any data from human subjects for research purposes or soliciting subjects for a research study, approval must be granted by the IRB.

A research protocol MUST be reviewed by the IRB under these guidelines if it meets all three of the following criteria: 1) it involves human beings as subjects (this includes surveys and interviews); 2) it is research as defined by University guidelines; and 3) the intention to publish or disseminate results OR the POSSIBILITY of publishing or disseminating results exists. If a project meets these criteria, the protocol must be reviewed and receive an exemption or approval through the expedited or full board review process. For more information see wiu.edu/sponsored_projects/compliance/index.php.

Copyright

It is the student's responsibility to obtain permission to reproduce copyrighted material such as adapting all or part of a table or figure from a copyrighted source for inclusion in their thesis or dissertation. When permission is granted, the reproduced table or figure must be noted with the original author and copyright holder.

Compliance with copyright law is imperative. Information on copyright issues is available from the following web sites:

> * AAP (www.publishers.org/main/Copyright/copy_01.htm)

> * UMI Copyright Law and Graduate Research
> (http://www.proquest.com/en-US/products/dissertations/copyright/)

Deadline Dates for Submission

Submission of final research paper is the **Friday before finals week**. Application for graduation must be received by **March 10** (spring semester), **June 10** (summer term) and **October 10** (fall semester).

Responsibility for Preparation and Evaluation of Research Papers

The Graduate Student's Responsibility

The content, research quality, grammatical style, and spelling of the research paper is the responsibility of the student and the department.   University Archives, however, reserves the right to reject original copies of the research paper which contain gross examples of the following problems:

> Missing pages or appendixes
> Misnumbered pages, or pages without numbers
> Margins narrower than specified herein
> Paper other than specified in the formatting guidelines
> Double-sided text

The Research Committee's Responsibility

1. Approve the subject matter and methodology of the research.
2. Approve the organization, content and format.
3. Review the quality of data and evidence, logical reasoning and the editorial, linguistic and bibliographic quality.
4. Evaluate the research paper as a basis for certification that the student has fulfilled the requirements of the degree for which the student is a candidate.
5. Provide counsel and advice upon request by students and members of the student's committee about the format aspects of research paper preparation.
6. Check the final draft of each research paper to insure that it has been prepared in conformity with the requirements of this guide.

Suggested Writing Style

The student's research committee is responsible for judging the acceptability of the research paper from all standpoints, including writing quality, neatness, mechanical considerations, and technical and professional competency. Committee members attest to acceptability when they sign the Approval Form.

Each department has an acceptable style or styles for research papers prepared by its graduate students. Students should become thoroughly familiar with their department's acceptable style before they begin preparing their thesis/dissertation.

DEPARTMENT	STYLE
Biology	Council of Biological Editors
Communication	APA
Communication Sciences and Disorders	APA
Computer Science	APA
Counseling	APA
Educational and Interdisciplinary Studies	APA
Educational Leadership	APA
Engineering Technology	APA
English	MLA
Geography	Chicago
History	Chicago
Instructional Design and Technology	APA
Kinesiology	APA
Law Enforcement and Justice Administration	APA
Mathematics	APA; LaTeX processor
Political Science	APSA

*APA: American Psychological Association Publication Manual
*APSA: American Political Science Association
*MLA: Modern Language Association Handbook for Writers of Research Papers

Students not given special directions by their departments regarding style are referred to the following publications:
  * Campbell, William Giles and Stephen Vaughan Ballou, Form and Style-Theses, Reports, Term Papers. 8th edition. Boston: Houghton Mifflin Co, 1990.

        * Turabian, Kate L., A Manual for Writers of Term Papers, Theses, and Dissertations. 8th edition. Chicago: University of Chicago Press, 2013.

Formatting Guidelines

(DO NOT USE COPIES OF RESEARCH PAPERS IN THE LIBRARY FOR FORMAT SINCE POLICIES CHANGE.)

Font
Type should be Times New Roman, or a typeface that approximates it, and either 10 or 12 point size.

Spacing
The body of the document must be double spaced.   Extended direct quotations should be presented consistently with the style manual selected.

Margins
Leave a 1 1/2 inch margin on the left side and a 1 inch margin on the right side, the top, and the bottom. These margins are needed to allow for margin loss in the binding process.

Numbering of Pages
Number each page, except the copyright, title and abstract pages. Preliminary pages are numbered with small Roman numerals and centered at the bottom of each page 1 inch from the edge. In the text and reference topics sections, place the number in the upper right-hand corner, 1/2 inch below the top edge and 1 inch from the right side edge.   The first page of each chapter/section should be numbered at the bottom, center of the page, 1 inch edge.

Preparation of Abstract
The major purpose of the abstract is to give information which will enable the scholar to decide whether to read the complete work. The following information is generally included:

  * A brief description of the problem
  * A description of the methods, techniques, and data used
  * The major finding of the study

The abstract should not exceed 350 words. The word "ABSTRACT" should appear centered 1 inch from the top edge of the page followed by three spaces before the beginning of the abstract text.

Composition
A research paper is usually composed of three main parts: preliminaries, text, and references. Preliminaries are paginated with small Roman numerals. Text and references are paginated with Arabic numerals.

> *Preliminaries:*
>
> Title page of abstract
>
> Abstract - not numbered
>
> Approval Page - not numbered
>
> Title Page - not numbered (assumed to be "i")
>
> Acknowledgments - small Roman numeral (page number is "ii")
>
> Table of Contents (including appendixes) with page references - paging follows consecutively in small Roman numerals
>
> List of Tables with page references - paging follows consecutively in small Roman numerals
> List of Figures with page references - paging follows consecutively in small Roman

numerals

Text
* Introduction (start with page 1)
* Main body, with large divisions and more important minor divisions indicated by suitable headings (use consecutive Arabic page numbers)

Reference Topics
* Bibliography of Literature cited (continue with Arabic pagination)
* Appendixes (continue with Arabic pagination)

Paper Size/Printing

The size of the paper to be used is 8 1/2 x 11 inches. The original copy of the research paper must be on one side of white acid-free paper (also called "ph neutral" or "archival quality"). This paper must be a minimum 20-pound weight. This acid-free paper is available in the University Union Bookstore and Chapman's Book and Office Supply. If you have difficulty finding suitable paper, contact University Archives in the library for additional information, such as brand names, etc.

A research paper must be printed from a computer. The original copy must be of letter-quality with an evenly dense and dark print line. Laser printers are preferred. However, other printers are acceptable, as long as the print produced has an even line density. If in doubt, bring an example to the Archives prior to the final printing. Print composed of uneven line density reproduces poorly and is not acceptable. The original must be on the paper specified above and not on regular computer paper.

Number of Copies

Students are required to provide the University Archives with the original copy of their thesis with the approval page signed and dated by the members of the thesis committee. Prior to accepting the thesis, the Archives personnel will check the thesis for compliance with these instructions.

Additional required and requested copies of the thesis can be printed at the student's expense. The original copy is always placed in the collection of the University Archives.

Binding and Fees

The Archives Department of the Library assumes the responsibility for sending research papers to the bindery. At the time the approved copies (each copy accompanied by the approval sheet signed by the appropriate committee members) are delivered to the Archives Department, the student will pay the current binding and photocopying fees and provide a list of addresses to which the bound theses are to be mailed. The Archives and Department copies are bound in a thesis binding.

Upon completion of submitting the research paper to the Archives and receipt of payment for processing the thesis, a copy of the abstract will be sent to the School of Graduate Studies to indicate that the student has completed his research requirements.

Charts, Tables, Figures

Generally captions should appear at the bottom of the tables. Check with your departmental research committee for the preferred style to be used.

Style 1 Center the word "TABLE" in capital letters, followed by an Arabic numeral. Center the caption two lines below the table number, and type the caption in capital letters. If the caption is more than one line (48 spaces) in length, single space the succeeding line(s) in inverted pyramid style.

Style 2 (alternate) Type the word "Table" in capital and lower case letters, followed by

an Arabic numeral, a period, two spaces, and the table caption. The caption should have only the first word and proper nouns capitalized.

Charts, graphs, diagrams, drawings, and photographs may be in black and white or color. To minimize reproduction costs, the needed number of color pages (on acid-free paper) may be provided by the author for inclusion in the thesis. If an illustration must be turned on the page, the top must be on the left.

Illustrations
Oversized illustrations, such as maps, tables, etc. may be photographically reduced to fit the 8 1/2 x 11 inch sheet, allowing for the correct margins. The University's Copy Centers are equipped to reduce or enlarge images and make clear copies.

Folded Pages
Folded pages are discouraged. However, maps, drawings, and tables may be folded if they cannot be presented on regular-size pages. Approval for this must be obtained from the departmental thesis committee, and in special cases the student may wish to consult with the Archives staff on how best to include the oversize item in the bound thesis.

CDs and DVDs
When a student includes a CD or DVD as part of the research paper, it is the responsibility of the student to also provide a CD or DVD for each requested copy of the paper.

Graduation Information

Application for Graduation
All students, whether attending the commencement ceremony or not, must submit an application for graduation. The form is available at the School of Graduate Studies or on the Graduate School website (Application for Graduation).   Deadline to apply is March 10 (June 10 for the summer term; October 10 for the fall semester).

Letters of Completion
If requested, a letter will be prepared for students who have been cleared for graduation by the School of Graduate Studies and the department. The letter states that all requirements have been met and that the degree will be awarded on a specified date. Therefore, letters of completion can be issued only after completion of all degree requirements. Letters may be requested at the School of Graduate Studies