

Formatting Requirements

List of Requirements

All written assignments are expected to satisfy the following:

1. Have a cover page consisting of a completed Commitment to Academic Integrity Form (you sign it by typing your name). **Assignments without this form filled out correctly will automatically earn a 0.00 (R).** See the course website for a template containing a sample cover page. (This template will also satisfy all these other requirements as well.)
2. Be double-spaced.
3. Be written in 12PT, "Cambria" (the default MS Word font), or another similar serif-type font.
4. Have side-margins of 1 inch.
5. Have horizontal alignment that is fully justified.
6. Have no extra space between paragraphs.
7. Have each paragraph begin with a tab indentation.
8. Have the paper's total word count at the top left corner of the title page.
9. Have a descriptive title.
10. Have page numbers.
11. Follow the APA-style for (A) in-text citations and (B) the last page's list of all references.

The point of these requirements is to allow me to focus more on the *contents* of your writing and not on your skills (or lack thereof) in design. Fortunately, these should be easy to follow when using most word processing software.

Title Pages

For the purposes of this course, your title information should occur at the *top of the second page* of your paper (after your completed copy of the Commitment to Academic Integrity Form) and consist of (1) your paper's word count, (2) the assignment's name, (3) a descriptive and meaningful title, and (4) your name. The word count should be at the top left, while the rest should be centered. Everything should be single-spaced in the same font, size, and style as the rest of your paper.

The following is an example:

Word Count: 683	Troy McClure – 2
Written Class Summary for 19 January, 2018 Ayn Rand's Argument Against Piracy By Troy McClure	
Since the dawn of time, man has enjoyed pirates. In the days of the	

In order to be descriptive and meaningful, the title should give a good indication as to the contents of the paper—and you will have a better idea of this once you complete the paper. So do it last. Feel free to personalize it but do not go crazy.

Page Numbers

Page numbers should appear on the top-right of each page, starting on the second page (i.e., there should be *no* page number on the cover page with the Commitment to Academic Integrity Form). Page numbers should otherwise be in the same font, size, and style as the rest of your paper, and have your name followed by a hyphen and the page number.

The following is an example:

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chocolate, like we have today, it was mixed with shredded tobacco. And

Citing Your Sources

You are required to properly cite all your sources (see pages 6 and 7 of the syllabus for my academic integrity policy). Do this whenever you find yourself quoting or otherwise using the ideas of another person. Please follow APA-style citation guidelines, keeping in mind that *you must cite all sources, even if you are only putting their ideas into your own words.*

In-Text Citations: When you reference any source, you need to do an in-text citation with (1) the author and (2) the year of publication, as in:

Shareholders are the most important (Friedman, 1970).

If you are directly quoting the source, then please include the page number when available:

Because it is "someone else's money" (Friedman, 1970, p. 33).

If no year of publication is available, use n.d. (for "no date") instead, as in:

Construction regulations are struggling to keep up (Kunji, n.d.).

If no author is credited, use the first few words of the source's title, as in:

Negligence was a problem. ("Villaggio Fire Investigation", 2012).

List of References: The last page must include a "References" section. For each reference, you need to cite, as they are relevant/available, (1) the author, (2) the date of publication, (4) the chapter, article, or webpage title, (5) the book, periodical, journal, or website title, (6) the volume and issue of publication, (7) book publishing location and publisher, and (8) the URL with date of retrieval. Some examples:

Friedman, M. (1970, September 13). The Social Responsibility of Business Is to Increase Its Profits. *New York Times Magazine*, 32-33 & 122-126.

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Kunji, J. (n.d.). Building a Culture of Safety in Qatar. Qatar Under Construction. Retrieved January 10, 2014, from <http://www.qatarunderconstruction.org/category/articles/building-culture-safety-qatar/>.

Villaggio Fire Investigation: Perfect Storm of Negligence, Lack of Preparedness Contributed to Deaths. (2012, June 13). *Doha News*. Retrieved January 10, 2014, from <http://dohanews.co/villaggio-fire-investigation-perfect-storm-of/>.

Rand, A. (1957). *Atlas Shrugged*. New York: Random House.

The course schedule contains the full APA-style reference for each assigned text, which should make this process much easier for you, while also providing you with lots of examples for any additional outside sources that you may need to cite.

Citing Other People: You must also cite ideas coming from classmates, friends, family members, course assistants, the Academic Resource Center (ARC), or anyone else.

In-text citations must reference (1) the person whose idea it was, and (2) when you got that idea from them, as in:

Escalation of conflict creates intense emotion (Al-Thani, 2017).

When listing these references, you need to cite (1) the person's name, (2) when you got the idea from them, and (3) how you got the idea from them, as in:

Al-Thani, M. (2017, January 30). [Class notes].

Gray, D. E. (2017, February 12). [Personal conversation].

Acknowledgments: If you do receive help from classmates, friends, family, or anyone else, you must thank them for their assistance in an "Acknowledgments" section at the end of the paper. When thanking them, be sure to also specify exactly how they helped you with the assignment.

For instance:

Thanks to Hope Roder from the ARC who helped me with my spelling. Thanks also to Mohammed Al-Thani for lending me his course notes. Finally, thanks to Professor Gray for clarifying this assignment's requirements to me during his office hours.

If you are ever uncertain about citing sources, acknowledging assistance, or any other element of academic integrity, please ask; do not assume.