

# Public Justice Department

## Research Paper Requirements

**PUBLIC JUSTICE DEPARTMENT**  
**RESEARCH PAPER REQUIREMENTS**

Public Justice students, and all other students taking public justice courses, must abide by the following paper requirements. Following these guidelines will ensure that your paper meets the minimum standards required by the Department, regardless of which public justice course you are enrolled in. Draft papers must also conform to these guidelines. Papers, which do not meet these requirements, will be returned to the student for revision. Please note that these are minimum requirements. Your Public Justice professor may include additional requirements.

**PAPER FORMAT**

All papers must conform to the following format requirements:

- Your paper must have a title page that includes the title of the paper, your name, the course name, name of the professor, date, and style of citation you are using.
- You must use a 12 pt. Times Roman Font only. Courier is not acceptable.
- Use left justification only. Papers that are formatted with full justification will not be accepted
- Use 1 inch margins on all sides.
- Pages must be numbered.
- You must satisfy the minimum page requirements of the assignment.
- If you are using a different citation style from that preferred by your professor, you must submit a copy of the citation guidelines (available on the library webpage)) with your paper.

**WRITING STYLE**

- You must use paragraphs.<sup>1</sup>
- Use words with which you are comfortable and be certain that know the meaning.
- Do not use contractions such as aren't, don't, can't, etc. Spell words out completely.
- Use spell check and grammar check.
- In most instances, slang terms are inappropriate –e.g. cop, kids
- In most cases, you will be creating a formal paper. Do not write as if you are speaking to friend. You must be deliberate in your writing.
- Your paper must have an introduction, body and conclusion. Your introduction must include a clear and concise thesis statement which lets the reader know exactly what your paper is going to address.<sup>2</sup>

- Proofread your work. There is no excuse for typos and misspellings or misuses of common words such as; their/there or where/were, etc.
- For assistance with writing and grammar:

<http://webster.comnet.edu/grammer/index.htm>  
<http://owl.english.purdue.edu/handouts/grammar/index.html>  
<http://www.iolani.honolulu.hi.us/Keables/KeablesGuide/Start/contents.htm>  
<http://andromeda.rutgers.edu/~jlynch/Writing/>  
<http://www.library.cornell.edu/olimuris/ref/research/skill28.htm>

## PROPER CITATION

The sources in your paper must be properly cited.

- Consult the library or library webpage for guidelines on proper citation. If you are using a different citation style from the one preferred by your professor, you must include a copy of citation guidelines with your paper. Note the citation style you are using on the cover page of all papers.
- Your paper should never be a collection of direct quotes from authors. Instead synthesize and summarize the authors’ arguments or findings and then cite them. Keep direct quotes to a maximum of 3. These direct quotes must include a page number in your citation.
- Research papers will have citations consistently throughout the whole paper. As a general rule, you should have at least one citation per paragraph.
- All sources cited within the text of your paper must appear in the bibliography. All sources noted in the bibliography must appear in at least one citation within the text of the paper.<sup>3</sup>

The following are examples of how to cite material properly:

### *Quote:*

Chalk and King (1998, pg. 50), on behalf of the National Research Council and the Institute of Medicine, argue: “the overall ‘system’ of family violence interventions is highly disjointed, loosely structured, and often lacks central coordinating offices or comprehensive service delivery systems.”

### *Citation within the text:*

Trist (2005) argues that a .....

*Other citations:*

Current intervention strategies function predominantly to respond to violence once it has occurred (Chalk and King, 1998).

*Multiple sources saying the same thing:*

In fact, family violence seems commonplace in families who are caring for an elderly relative with dementia or Alzheimer's disease (Einmetz, 1988; Paveza, Smith and Jones, 2002; Tacerd, 2003).

## RESEARCHING YOUR TOPIC

- Use only scholarly sources. This means scholarly books and peer reviewed journals.<sup>4</sup> You may use government documents, law review articles, and textbooks if approved by your professor. Some professional journals, such as *Police Chief* or *Corrections Today*, may be acceptable for some assignments, but you must check with your professor.
- Utilize the library's databases, such as PAIS, Social Sciences Abstracts, Criminal Justice Abstracts, Lexis Nexis, Westlaw, etc. to find scholarly materials. You may utilize online journal articles if they are from a peer reviewed journal. When you search, check the box labeled "peer reviewed" to ensure you are getting access to scholarly materials. The online catalog will assist you finding scholarly books.
- Do not use any internet webpages, unless pre-approved by your professor.
- Do not use popular magazines unless your professor specifically requests that you do.
- Sources such as Wikipedia, other encyclopedias, or CQ Researcher may be useful for your learning about a topic, but are not appropriate scholarly sources.<sup>5</sup>
- Refer to the library's web-based tutorial for assistance.<sup>6</sup>
- Plagiarism, in any form, will not be tolerated and will result in an E for the assignment and/or E in the course, or can lead to expulsion from the college. Examples of plagiarism include, but are not limited to buying a paper, using the writing of another student and calling it your own, using the words or thoughts of any author without proper citation, cutting and pasting material from a website, etc.<sup>7</sup>

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<sup>1</sup> For information about writing paragraphs, see <http://grammar.ccc.commnet.edu/grammar/paragraphs.htm>.

<sup>2</sup> For information about writing a thesis statement, see <http://grammar.ccc.commnet.edu/grammar/composition/thesis.htm>

<sup>3</sup> Some professors may ask you to include works consulted, but not cited in the paper, in your bibliography.

<sup>4</sup> See Lesson 5 of the Penfield Library Information Literacy Tutorial for assistance in identifying scholarly sources.

<sup>5</sup> In some courses, you may be allowed to use discipline-specific encyclopedias, such as *Encyclopedia of Social Work*, *Encyclopedia of Criminology and Deviant Behavior* or *Encyclopedia of American Crime*. However, you must have permission from your course professor.

<sup>6</sup> You may access the Penfield Library Information Literacy Tutorial at <http://www.oswego.edu/library/tutorial/index.html>

<sup>7</sup> Make sure that you are familiar with the College's policy on cheating and plagiarism. You can access the policy at [http://www.oswego.edu/academics/colleges\\_and\\_departments/departments/history/student\\_resources/dishonest.pdf](http://www.oswego.edu/academics/colleges_and_departments/departments/history/student_resources/dishonest.pdf)

# NOTES: