
Guidelines for preparation of scholarly papers and papers for publication

Writing Papers: The following outline suggests an effective way of organizing a paper:

- (1) Describe the problem;
- (2) Explain what you did, how you did it, and what obstacles you encountered;
- (3) List the resulting benefits, both quantitative and qualitative; and
- (4) If applicable, provide an appendix giving the particulars of the model or data.

In writing your paper, explain your work so readers outside the field can understand it. If you must use a specialized term, abbreviation, or acronym, make sure you define it; write out an acronym or abbreviation the first time it appears and enclose it in parentheses immediately afterwards. Use the active voice rather than the passive, the first person rather than the third. Don't hesitate to take credit or blame for your work.

Here is a step-by-step breakdown:

- Choose an area of interest to you to start your topic selection
- Search for publications—both in print and online—related to your topic
- Narrow your topic to refine your search results
- Formulate a research question(s) to guide your research
- Scan books to see if they are relevant
 - ◊ Use the Table of Contents & index to quickly locate useful information
 - ◊ The table of contents for many books is now available online at the publisher or on amazon.com
 - ◊ If you find a book you need at Border's or Barnes & Nobles, go to our library and odds are that if they don't have it that they can get it on interlibrary loan.
- Make notes on, or photocopy, interesting passages as you encounter them
- Make notes as you read to capture thoughts, questions, and ideas
- Refine your research question and do further information gathering
- Compose and write down your working thesis or research question
- Review and reflect on work done in the field already
- Construct your argument, with the main points organized in an outline
- Write a rough draft, expanding the outline to fulfill paper length requirements
- Include quotes that support your points
- Revise your rough draft to ensure a strong, logical argument
- Document referenced works by creating a bibliography
- Revise your paper for spelling, punctuation and grammar errors
- Print out the final revision of your paper and bibliography

Formatting: Please submit your paper typed in 10, 11, or 12-point type (no larger than 12-point), double-spaced, with 1" margins on one side of 8½" by 11" paper. Quotations, figure captions, the list of references, and the abstract should all be double-spaced for ease in typesetting. Devote separate pages to each figure, each table, the list of references, and the abstract, and number all pages after the first. Attach a cover sheet listing the paper title and the name and mailing address of each author. Please include a short, informal note (under 100 words) about the author's life, activities, and interests, not a professional vita.

Length: Make papers as concise as possible; papers for publication are typically 15 to 20 pages. Please do not cram your papers onto 15 pages by using tiny type, meager spacing, and miniature margins. When a minimum number of pages required is specified, please count only pages containing body text; figures, tables, the abstract, references and bibliography do not count in this instance.

Title: Make your title short and specific. Instead of "Systems analysis and order processing in a multiechelon system," try "Systems analysis speeds telephone orders." When we are told we're going to read about a telephone company, we probably have a vivid image that includes the notion of a "multiechelon system." Preferably, titles should be five or six words long, never more than 10.

Abstract: Please write a brief abstract (no more than 150 words) that functions as a miniature version of the paper, setting forth the main points of the paper. The abstract should not be an introduction nor should it be a prediction of what readers will find if they read on. Many people decide whether to read the paper on the basis of the abstract. Write the abstract in a clear and vigorous way in the active voice. Eliminate all unnecessary words. Instead of "This paper describes the application of a vertex coloring procedure to ..." say: "We applied vertex coloring to"

Headings: Please use only one level of heading.

