

## Simple Guidelines to Prepare Your Research Papers

There are common rules in writing academic papers, and researchers should follow these. Here are some of simple and basic guidelines for students in preparing your research papers.

### 1. Typing

All the basic text should be double-spaced, however, footnotes, references, tables, figures and illustrations may be single-spaced. Triple spacing should be used around mathematical expressions. Pages should be numbered consecutively, centered at the bottom of each pages throughout text, excluding the title page.

### 2. Title Page

Title page of the text must include title, author's name and title (name of the university or college, the department), and the date. Although the title page counts as page 1, the number is not shown on it.

### 3. Text

#### 3.1 Composition of the Body

The body of the paper is usually separated into well-defined division, such as chapters and sections. Usually it begins with an introduction, which may be called chapter 1, and ends with an conclusion. Chapters may be divided into sections, which may in turn be divided in to subsections, and so on. In case of thesis, you have to insert abstract, preface and table of contents before introduction. As a sample, the body of the paper will be divided as

- 1. Introduction
- 2. ---
  - 2.1 ---
    - 2.1.1 ---
    - 2.1.2 ---
  - 2.2 ---
    - 2.2.1 ---
- 3. ---
  - 3.1 ---
    - 3.1.1 ---
  - 3.2 ---
    - 3.2.1 ---
    - 3.2.2 ---

4. Conclusion

Appendix

References

Each of the chapter should begin on a new page.

### 3.2 Appendix

An Appendix is a group of related items, for example, may contain tables too detailed for text presentation, a large group of illustrations or figures, technical notes on method or case studies too long to put into the text. All appendixes go at the end of paper, not at the ends of chapters. Materials of different categories should be placed in separate appendixes. Each is given a number or a letter, such as Appendix 1, etc.

### 3.3 Bibliography or Reference List

The bibliography or reference list is the last part of the paper. Usually it listed by an alphabetical order by family names of authors. It is meant to identify a work in full bibliographical detail: name(s) of author(s), date of publication, full title, place, and publisher. When you make a bibliography, you should follow these rules:

- A list of works by one author may be arranged in chronological order rather than in alphabetical order.
- Single-spaced with one blank line between entries. The first line of each entry is flush left, and any runover lines are indented five spaces.
- Where there are two or more authors' names, only the first is inverted in the bibliography, in order to alphabetize the item. The names following are in normal order, given name or initials first and family name last:

Stockwell, R. P., P. Schachter, and B. H. Partee. (1973) *The Major Syntactic Structures of English*.  
New York: Holt, Rinehart and Winston.

- Whereas commas and parentheses separate the elements in a note, in a bibliography entry periods are used at the end of each main part: author's name, title of work, and facts of publication. (A single space should be left after each period.) Bibliographical references to periodicals, however, do use parentheses around dates of publication following volume numbers.
- Page numbers are listed in bibliography entries only when the item is part of a whole work – a chapter in a book or an article in a periodical. When given, page numbers must be inclusive – first and last pages of the relevant section. When an article is continued at the back of a journal or magazine, however, only its first page should be given.

### 3.4 Abbreviations

- The trend is strongly away from the use of periods, especially in uppercase abbreviations. The periods have been left wherever they have traditionally appeared. However, it is well to use periods after lowercase abbreviations that spell words (e.g., in., act., no.). A period and a space are used after the initials of personal names (e.g., N.Y., Ph.D., N.Dak., U.S.), however, there should be no space after that period.
- The writer who must form new abbreviations for a paper should spell out all the words when they appear on the text for the first time. This should be applied when organizations (the names of government agencies, network broadcasting companies, associations, fraternal and service organizations, unions, and other groups) are abbreviated, except definite article like IMF, OECD.

as an NAACP (National Association for the Advancement of Colored People) position stayed ...  
VAR (Vector Auto Regressive) model

### 3.5 Quotations

Quotations must correspond exactly to the original working, spelling, and punctuation. Direct quotations require double quotation marks at beginning and end. A prose quotation of two or more sentences that runs to eight or more lines of text in a paper should be treated as a *block quotation*, set off from the text in single-spacing and indented in its entirety four spaces from the left margin, with no quotation marks at the beginning or end. If the quoted passage itself contains a quotation that is set off with double quotation marks, they must be changed to single quotation marks. In a block quotation, however, double quotation marks within the original matter are retained. Note that the source and page numbers directly follows the terminal punctuation of the quotation. Changes within quotations must be indicated: use brackets to identify insertions; use ellipses ( . . . ) to show omissions. Also it should be indicated where emphasis has been added.

## 4. Tables

The conventions governing the arrangement of the various elements of a statistical table are accepted by many who make frequent use of tables. Consequently, it is wise to follow existing fashions in the basics of tabular presentation.

### 4.1 Numbering

- Every table should be numbered with an arabic numeral and given a title, even though there may be few tables in the paper. The order in which the tables are mentioned in the text determines the numbering, which continues straight through all chapters.
- Tables in an appendix should be numbered separately from the tables in the text, as A1, A2, and so on.

#### 4.2 Position

- Ideally, each table should come as close as possible after the first reference to it. If space permits, however, it is best to finish the paragraph of text in which the reference occurs before inserting the table. If a table cannot be accommodated in the space remaining on a given page, continue the text to make a full page and place the table at the top of the next page.
- If a table appears on a text page, three blank lines should be left above it and three blank lines below.

#### 4.3 Size and Shape

- In most tables the columns run the long way on the page. A table may occupy the full width of the page or less than the full width. In either case, each table must be centered horizontally on the page.
- When a table is long and narrow, space may be saved and appearance enhanced by doubling it up – dividing it into equal parts and placing them side by side, repeating the stub and the column heads (see SAMPLE TABLE 1). A vertical rule separates the two sides.
- If a table is too wide for the page, it should be turned lengthwise (broadside table; see SAMPLE TABLE 2). No text should be placed on a page containing a broadside table. The page number appears in its usual place as on other text pages.
- A table too wide to be accommodated broadside may be arranged vertically on two facing pages. This is done by turning the first page over so that the text is on the back and thus faces the next page (the front of the first page remains blank). If software will not automatically generate a wide table on facing pages, it may be possible to construct two table sections that can be mounted on opposite pages and then photocopied. A better solution might be to print out the table in smaller type or to reduce a standard printout photographically.

#### 4.4 Continued Tables

- Long tables may be continued from page to page. The table number and the title are placed at the beginning of the table; the table number only is given on succeeding pages, written, for example, “Table 2—*Continued*”. Ordinarily the column headings are repeated on every page, except that in a continued broadside table in which the pages face each other, the headings need not be repeated on the second page (and the fourth, sixth, etc.). In a table that is continued, the bottom rule is omitted except on the last page, at the end of the table.

#### 4.5 Title

- Place the table number above the table at the left margin; add a period and continue with the title, running the first line and succeeding full lines the width of the table, single-spaced, and centering the last, shortest line:

Table 21. Probable rate of damage per foot-candle for  
thirty light sources expressed in percentage relative to  
zenith day

- The title should be substantival in grammatical form. Avoid relative clauses in favor of participles. Not

Number of Families That Subscribe to Weekly News Magazines

But rather,

Families Subscribing to Weekly News Magazines

- The table may carry a subheading, often in parentheses:

Table 36. Investment in Automobiles since 1900 (in Thousands of Dollars)

#### 4.6 Column Headings

- In typing column heads, leave at least two spaces between the longest lines in adjacent headings. The width of the column headings generally determines the total width of a table, so they should be kept as brief as possible. Use either headline- or sentence-style capitalization, and type runover lines flush left. Spanner and cut-in heads, however, must be centered above the columns they pertain to. The column head with the most lines defines the vertical space available for all the heads. In typing, it is simplest to align the last lines of all the other heads horizontally with the last line of the longest one. Any subheads are typed on the line below this one. Rules running the full width of the table are customarily typed or drawn above and below the column heads and any spanners used.

#### 4.7 Stub

- The left-hand column of a table, known as the stub, generally has a column heading unless the table title makes its contents clear. Items in the stub should be capitalized sentence style, and no periods are used at the ends of items. If items require runover lines, the items are single-spaced and runovers are indented three spaces. When an item is subdivided, however, the subdivisions are indented three spaces and any runovers are indented five spaces.

#### 4.8 Footnotes

- Footnotes to a table are of four general kinds and should appear in this order: (1) source notes, (2) other general notes, (3) notes on specific parts of the table, and (4) notes on level of probability. Footnotes are typed flush left below the body of the

table. Double-space between items, single-space within. Leave a blank line between the table's closing rule and the first note. Three blank lines separate notes from any continuation of the text following a table.

#### 4.9 Ruling

- It is increasingly common to omit all vertical rules, even in very large tables, and this is acceptable if columns are appropriately spaced. Each ruled table should, however, have a horizontal rule at the top, above the column heads, and a horizontal rule at the end, above any notes. There are no vertical rules at the sides of a table.

#### 5. Reference List of This Guideline and for Further Reference

This is the reference list of this guideline and for further reference for readers who want to explore problems in writing academic papers.

Kate L. Turabian. (1996) *A Manual for Writers of Term Papers, Theses, and Dissertations, Sixth Edition*. Chicago and London: The University of Chicago Press.

Kramer, Melinda G., Glenn Leggett and C. David Mead. (1995) *Prentice Hall Handbook for Writers*. Upper Saddle River, NJ: Prentice-Hall Inc.

Merriam-Webster, Incorporated. (1998) *Merriam Webster's Manual for Writers & Editors*. Springfield, MA: Merriam-Webster, Incorporated.

Prentice Hall. (1974) *Words into Type, Third Edition*. Upper Saddle River, NJ: Prentice-Hall Inc.

University of Chicago Press. (1993) *The Chicago Manual of Style 14<sup>th</sup> Edition*. Chicago and London: The University of Chicago Press.

## SAMPLE REFERENCES

- Baily, Martin Neal. (1981) "Productivity and the Services of Capital and Labor." *Brookings Papers on Economic Activity*, (1), pp. 1-50.
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- Flow of funds accounts*, Fourth Quarter 1987. (1988) Washington, DC: Board of Governors of the Federal Reserve System.
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- U.S. Bureau of Census, Department of Commerce. (1960) *Historical statistics of the United States, colonial times to 1957*. Washington, DC: U.S. Government Printing Office.
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SAMPLE TABLE 1

CASES FILED, TERMINATED, AND PENDING IN THE COURT OF APPEALS  
FOR THE THIRD CIRCUIT, FISCAL YEARS 1940-49, INCLUSIVE

Fiscal Year	Com-menced	Termi-nated	Pending	Fiscal Year	Com-menced	Termi-nated	Pending
1940	322	360	170	1945	299	268	226
1941	285	350	102	1946	197	154	149
1942	292	222	150	1947	186	235	199
1943	353	302	142	1948	223	196	153
1944	275	304	223	1949	199	153	120

SAMPLE TABLE 2

VALUE ADDED BY MANUFACTURE PER PRODUCTION WORKER (IN DOLLARS), SHOUTH BENDSTANDARD METROPOLITANAREA AND SEVEN SELECTED STANDARD METROPOLITAN AREASS, 1977

Census Group and Code Number	South Bend	South Bend Rank among Selected Standard Metropolitan Areas	Chicago	Indianapolis	St. Louis	Detroit	Toledo	Grand Rapids	Milwaukee
20. Food & related products	183	5	236	785	340	125	326	239	325
23. Apparel & related products	797	11	123	364	296	320	645	657	612
26. Paper & related products	629	23	897	213	278	245	126	128	123
27. Printing & Publishing industries	357	2	126	365	163	467	358	368	354
32. Stone, clay, & glass products	556	6	203	125	126	356	123	236	325
	456	4	651	325	301	278	452	612	214
33. Primary metal industries	782	10	452	845	756	358	603	325	568
34. Fabricated metal products	139	13	236	254	136	654	321	345	624
35. Machinery, except electrical	262	5	123	234	453	235	230	...	123
36. Electrical machinery	654	7	324	653	129	203	365	325	320
39. Miscellaneous manufactures									

Source: U.S. Department of Commerce, Bureau of the Census, *Census of Manufactures: 1947*, vol.3, Statistics by States (Washington, D.C. : Government Printing Office, 1948), 205-9, 308-18, 343-50,479-81, 483, 648-49.

\*Complete figures are not provided by the Census.