Guidelines for the Formatting of Research Papers, Projects, and Homework and the Proper Use of Citations

Formatting of Research Papers, Projects, and Homework:
- Turned-in work should be typewritten using 1 inch margins on 8.5 x 11 inch paper.
- Text should be left-justified using a 10 or 12 point font.
- The work should be double spaced throughout.
- The first page of the work should contain the title, author's name(s), course number, and course title.
- References to sources cited must be grouped in a specific section located at the end of the work.

References to Sources Used in Your Work:
The Importance of Proper Citation. When we write papers, projects, homework, and the like, we often use sources like books, magazine articles, newspaper articles, and Internet articles as references to help us. Sometimes we read these sources to become knowledgeable about a topic, sometimes to gain insight or additional perspective on or about a topic, and sometimes to provide facts and figures in our work. When we use the work of others in our papers, we must communicate to the reader (in this case, the teacher and at times other students) the sources so the reader may look to those sources for more information.

Proper citation of references is required whenever a writer
1. uses the facts and figures from a source,
2. when ideas from the source are used, and
3. when paraphrasing or directly quoting from the source.
To omit citations is to commit plagiarism.

The explosion of articles on the Internet has made it very easy for students to "cut and paste" the work of others directly into their own work. Do not get caught doing this; synthesize, paraphrase, and properly cite. Plagiarism is not tolerated in the academic community nor in society as a whole and will not be tolerated in any of my classes. Therefore, consider the information here as your fair warning: do not use the work of others as your own, cite your sources accordingly!

Styles of Citation. There are several ways or styles you may use to cite references in the text of your work and in the special references section located at the end. Some styles are used exclusively in scientific writing, other styles are used in more common and less regimented forms of writing like the popular press. Since my courses are scientifically-oriented, I prefer that you use a 'scientific style' such as that described in The CBE Manual for Authors, Editors, and Publishers, 6th ed.

Sources of Information on CBE/CSE Style:
Use the CBE/CSE style for formatting and citing references in your paper:
The Writing Center at the University of Wisconsin-Madison
Numerous Web Pages address this issue. If the link above is no longer active, try searching for information on your own.

The References Section. Sources cited are to be referenced in the text and at the end of your work in a specific section. Students have learned to call this section "Literature Cited," "Works Cited," "References," or "Bibliography." Scientific styles typically use a Literature Cited section. If you have made citations in the text of your work, you must include this section.
The format of the references section is commonly a simple list of references in alphabetical order based on the first author's last name. Excellent examples are given at the websites listed above. Other formats are possible and if you choose to use one, please make sure you follow the proper format. I do not recommend the use of footnotes – this is not scientific style.

Thanks for taking the time to read these guidelines and for preparing your work with them in mind. If you have any questions regarding format or style or anything else for that matter, please don't hesitate to call or write.