Title

Author

University

The Rule of Thumb

Items that **DO NOT** count towards page number
- Cover page – Page 1
- The Problem Statement- Page 2 (should be more than one paragraph but not more than two)
- Action Recommended- After Conclusion (should be comprehensive and no less than two pages)
- References- Must be annotated
- Appendix

The Rule of Thumb

Items that **DO** count towards page number
- Factors Bearing on the Problem- Page 3 (No less than four bullets and no more than six bullets)
- Discussion- Page Four (no less than 12 pages)
- Conclusion (no less than one page and no more than 2 pages)

Notice throughout the paper you will see the light blue information with author, year and in some cases page numbers. These are the different ways you can do in-text citations.
I. The Problem

Notice the Roman numeral and the section name.

The Problem Statement states clearly the problem with the topic. It outlines all of the issues and should be no more than two paragraphs.
II. Factors Bearing on the Problem

Each factor is more than just a bullet idea. It is a complete sentence that explains the problem you are describing.

No more than 6 factors and not less than 4 factors. Remember, you must discuss ONLY the factors in the Discussion section.
III. Discussion

Only the information relating to the FACTORS may be in the Discussion.

According to Author, Year, "Xxxxxx xxxxxxxx xxx xx xxx xx x xxxxxxx xxxxxxxx xxx xx xx x xxxxx xxx xx xx x xxxxx xxx xx xx x xxxxxxxx xxx xx xx x xxxxx." (Author, Year, p. #)

No personal opinions, experiences or thoughts are permitted in the discussion section—ONLY FACTS!

NO graphs, charts or diagrams. They must go in an appendix.
As stated by Author, Xxxxx xxxx xxxxxxxx xxxx xxx xxxx xxx xxxxx xxx x xxxxx xxxx. Xxxxxx xxx xxxxx xxx x xxxxx xxxx.

Opinions, personal thoughts and experiences are only permitted in the conclusion.

NO Subheadings

NO Case Studies-Only Facts
Block quotes do not use quotation hash marks.

References more than 10 years old are too old—Use current information.

Quotes should ONLY be used if you are unable to paraphrase, as it would loose meaning.

FACTS and only FACTS with in-text citations are permitted
IV. Conclusion

This section should be no less than one page and no more than two.

Personal opinions, experiences or thoughts ARE permitted in the Conclusion Section.
This should be a comprehensive recommendation. If there is money involved with this project you must discuss in this section. Cost is an important issue with any project.

Your Action Recommended should be no less than two pages.
References

Diemer, R. (2010). Title. City: Publisher  
(ONE AUTHOR)

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Diemer, R., & James, X. (2010). Title. City: Publisher  
(TWO AUTHOR)

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Annotation IS required. It is a paragraph about the text.
IMPORTANT INFORMATION

In-text Citations Above:
The in-text citations above are in bold letters only to show as an example. They are not to be bold in your paper.

Cover Page:
Running Head: DESCRIPTOR IN CAPS (it is NOT the title of the paper- short descriptor) - Left Side; Page Number- Right Side; Title, Author, University- Centered under each other.

The Problem:
This is a Sub-Heading and starts on Page 2 and should be about one paragraph. Double Spaced

The Factors Bearing on the Problem:
You must start with a sentence to tell the reader what the section is about.

Discussion:
No opinions, personal thoughts, or things about the author. Double Spaced. This section is strictly for research. Each thought must be attributed to someone (Not YOU) and you tell the reader where you got the information from by using an in-text citation. The most common is the (Author, Year). Remember, you may have three different thoughts in one paragraph, so you would need three in-text citations after each thought. Examples are shown above.

Conclusion:
This is a sub-heading and is after the end of the Body of the Report. Double Spaced. This is where you can put your opinion as long as it is supported by facts stated in the Body. The conclusion should just sum up the information in the Body.

References:
This is a sub-heading and is on its own page after the Conclusion. Double Spaced and second line is indented
Appendix A

This section is where you would place surveys, charts, diagrams, laws, etc....