

# Paper Editing Guidelines

## Writing 109ST (Bradley), Spring 2015

*The following guidelines were drafted and adopted in class by Writing 109ST students on 22 April 2015. I have added notes and slight amendments where pertinent. Please see me for any questions (NDB).*

### Ethical Guidelines

- Prevent plagiarism by attributing anything that is not common knowledge or an obvious material fact—original quotes, research data, unique ideas, etc.—to the original author(s). *When in doubt, cite!* See “Sourcing and Citation Format” (below) for guidelines.
- Cited animal and human research should adhere to IRB ethical guidelines. If no IRB guidelines are acknowledged within research you are considering, do not use.
- Included data should be derived from statistically rigorous methods. Avoid using questionable, unsourced data, and do not “cherry pick” data that are convenient to your hypothesis—this is simply “bad science!”

### Sourcing and Citation Format

- Citation formats may be chosen from one of the following: 1) for primary or secondary research papers, and reviews of literature: APA, CSE, Chicago Manual of Style (CMS), or follow published author’s guidelines from any longstanding, scientific, peer-reviewed publication (e.g., *Science*, *Nature*, *JAMA*); 2) for layperson articles use published author’s guidelines from any mainstream, layperson scientific journal (e.g., *Scientific American*, *Smithsonian*, *Popular Science*). Indicate the source citation format you are using on the cover page of your paper.
- Where sourced information is not peer-reviewed, note this in your paper (e.g., “...from a non-peer reviewed website,” etc.).
- Include any acknowledgements of helpful people, interviews, etc. at the end of your paper.
- No minimum for number of sources; however, history suggests a minimum of five (5) sources is recommended (depends on topic, audience, and approach).
- Refer to “data” in the Latin plural; “datum” is the singular. Thus, “...these data suggest a strong correlation...” and “...the data are accurate...,” but “...one datum emerged as an outlier.” **[NOTE:** Yes, we often colloquially say “the data is weak,” etc. during conversations; however, this does not adhere to Latin grammar—ah, *English!*]

### Text and Layout

- Include a cover page with your name, “Writing 109ST, Spring 2015,” title, and citation format (see “Sourcing and Citation Format” above).
- Use a single-column format for text, with figures and tables stretched to full column width (6.5”).
- Left-justify all text and headings.
- For primary research papers and those pitched to highly educated, professional audience, include a brief abstract.

- Use 12-point Helvetica (or equivalent) font, 1-inch margins all around. Double-space all text except extended quotes (indent and single-space these).
- Number pages sequentially, starting at “1” on the first page.
- Avoid “widows” and “orphans” at the tops and bottoms of all pages. If an orphan appears, insert a page break before it to move everything to the top of the next page. If a widow appears, insert a page break at the beginning of the paragraph on the previous page to move everything to the top of the next page. (White space at the bottom of pages is okay.)
- Length of paper, including graphics and bibliography, should be at least 12 pages; no maximum. [Most 109ST papers historically are around 15–19 pages in length.]

## Graphics

- Locate all graphics near text where they are referenced. (I.e., do not crowd graphics at the end of the paper—distribute them throughout your paper where they are discussed.)
- Call out figures and tables in-text by number: thus, “...the trend shows increasing rates of obesity (Table 1),” or “...as demonstrated in Fig. 2, batteries are among the most space-intensive components of hybrid cars.”
- Number figures and tables sequentially starting at “1” (or “1.1” if you are numbering sections/sub-sections). Figures and tables are numbered separately (thus, e.g., “Figure 1” => “Figure 2” => “Table 1” => “Figure 3” => “Table 2”).
- Keep figure/table numbers, captions, and source citations on same page with graphics they identify (do not separate). If this cannot be done within the remaining space available on a page, insert a page break and move everything to the top of the next page. (White space at the bottom of pages is okay.)
- Graphics that provide information should be sourced and cited just like quotes, research data, etc. Include sources for graphics within the final bibliography alongside all other sources; format the same.
- For graphics that you have made yourself, the source (namely, *you*) is not required; however, you may do so, depending upon the format you are adopting. Thus, where no source appears, it is implied that *you* are the designer/artist!
- Where you have designed an original graphic that is based upon another author’s graphic, or which incorporates elements from another author, you must indicate this and include the source(s) within your bibliography. **[NOTE:** The usual convention is to use the words “after,” “from,” or “adapted from” in your source citation. Thus: “(Adapted from Davis 2012)” or “(From Townshend 2014)”]
- Graphics that are purely stylistic and which do not provide information germane to the discussion of the paper do not need to be sourced, e.g., if you are writing about the impacts of social media and you merely want to show a photo of someone using a smart phone. **[NOTE:** Although this is the adopted, ad hoc guideline for our papers here, be aware that many publications DO require source citation, including photos and clip art within the public domain and/or digital commons. Editors will not allow *any* graphic to be published unless its source is clearly indicated and permission is secured. For non-commercial, educational purposes such as ours, exemptions are allowed.]