

## Research Paper Using Word

This assignment has two goals: 1) have students, via research, increase their understanding of impacts of information technology on current world issues, and 2) learn to correctly use the tools and techniques within Word to format a research paper, including use of available References and citation tools. These skills will be valuable throughout a student's academic career.

The paper will require a title page, NO abstract, three to five full pages of content with incorporation of a minimum of 3 external resources from credible sources and a Works Cited/References page. Wikipedia and similar general information sites, blogs or discussion groups are not considered creditable sources for a research project. No more than 10% of the paper may be in the form of a direct citation from an external source. Choose your topic from the list of topics that follow these organization steps.

### Paper organization

Open Word and save a blank document with the following name:  
"Student's LastNameFirstInitial Research Paper"

The paper should be organized in the following way:

1. Title page:
  - a. Center in the middle of the page (horizontally and vertically) the title (subject) of the paper and below that your name
2. Body of the paper:
  - a. Use 12-point Arial font
  - b. Set the margins at 1"
  - c. Entire paper should be double-spaced
  - d. Length – 3-5 full pages, not counting the title page or the References page.
  - e. Include a minimum of 3 APA-formatted citations and related References page. Every reference must be cited at least once, and every citation have an entry in the References list. If you are not familiar with APA format, it is recommended that you use the References feature in Word for your citations and Reference List or refer to the "Citing and Writing" option under the Resources/Library/Get Help area in the LEO classroom. It is important to review the final format for APA-style correctness even if generated by Word.
  - f. Include at least two (2) informational footnotes. Footnotes are not used to list a reference! Footnotes contain information about the topic to which the footnote has been attached.
  - g. Place the references on a separate page following the body of the paper. Note: Use a hard return (CTRL Enter) after the end of your paper body and the start of the References page.
3. Organization of the content of the paper:

Include the following sections in the paper (include, in **bold**, the headings identified here):

  - a. **Introduction** - Identify the issue or idea. Explain why the topic was selected and what you are trying to

achieve (what is your end goal). The introduction should not be more than half a page; details will be discussed in the follow-on areas.

- b. **Areas of interest, activity or issue** – Define the issue or idea in greater detail. Define the specific problem or problems or new idea. Identify other underlining or related issues as well as dependencies. Explain what impacts will result if not addressed.
- c. **Research Findings** – Summarize your research findings and what they contribute to the study of the issue or idea. You must identify (cite) the sources of the research or class material related to your topic that you include in the findings.
- d. **Proposed solution(s), idea(s), courses of action(s)**. List solutions, ideas or courses of action with an analysis of its effectiveness (how will your suggestions affect or change the current situation). If more than one idea is suggested, provide an analysis that covers all proposed suggestions.
- e. **Conclusion** – Summarize the conclusions of your paper.

A list of topics from which students can choose is provided here:

### Topics for Research Paper

The focus of the paper should be on **one** of the following:

1. How has information technology led to the struggle between online and brick-and-mortar stores? What do the next 5-10 years look like?
2. How has information technology opened up the potential for 5G networks? Are there any downsides to the implementation of this technology?
3. How has information technology impacted the use of robots in your local stores?
4. How has information technology supported the development of monopolies – Amazon, Microsoft, telecom companies? Will these monopolies survive?
5. How has information technology supported the development of facial recognition software and the current issues related to its use?
6. How has information technology led to the use of biometrics and the potential for rise of an International “Big Brother”?
7. How has information technology led to the development of the Internet of Things and the concern about the impact of privacy laws (or lack thereof) on the IOT?

8. How has information technology supported the development of Facebook and other social media sites? Should social media sites be regulated?

9. Who/what is Huawei and what are the issues the U.S. and other countries are having with Huawei?

10. How has information technology changed the political process within the past 5 years?

### Writing Quality for the Research Paper

- All Grammar, Verb Tenses, Pronouns, Spelling, Punctuation, and Writing Competency should be without error.
- Be particularly careful about mis-matching a noun and pronoun. For example, if you say "A person does this..." then do not use "their" or "they" when referring to that person. "Person" is singular; "their" or "they" is plural.
- Remember: *there* is not *their*, *your* is not *you're*, *its* is not *it's*, *too* is not *to* or *two*, *site* is not *cite*, and *who* should be used after an individual, not *that*. For example, "the person WHO made the speech" not "the person THAT made the speech."
- in the previous sentence. It is more business-like to say "In a professional paper one should not use contractions," rather than saying, "In a professional paper you don't use contractions."
- In a professional paper one does not use contractions (doesn't, don't, etc.) and one does not use the personal I, you or your. Use the impersonal as in the previous sentence. It is more business-like to say "In a professional paper one should not use contractions," rather than saying, "In a professional paper you don't use contractions."
- Remember: spell-check, then proofread. Better yet, have a friend or colleague read it before submitting it. Read it out loud to yourself. Read it as if you are submitting it to your boss.

Grading Criteria		
<b>Paper Mechanics</b>		
Format- title pg, font, margins, paper length	0.5	Title page included: Arial 12-point font used; margins set at 1"; body of the paper is 3-5 pages, double spaced. The title page and References page are not counted as part of the 3-5 pages of text.
APA work - citations and references	0.5	A minimum of 3 correctly formatted citations matched to references; both citations and references in APA format.
Footnotes	0.5	A minimum of 2 footnotes that contain additional information but are NOT references.
Mechanics- grammar, spelling, etc.	1.5	Grammar, spellings, and punctuation correct throughout the paper.
<b>Content</b>		

Introduction	2	This is a summary of the topic. Simply identify the issue without going into great detail, explain why was the topic selected and what the you are trying to achieve (what is your end goal). The introduction should not be more than half a page; details will be discussed in the follow-on areas.
Issue	2.0	<u>Define the issue or idea.</u> Define the specific problem or problems or new idea. Identify other underlying or related issues as well as dependencies. Explain what impacts will result if not addressed.
Findings	2.0	Identify research or class material related to your topic. Summarize your findings and what they contribute to the study of the issue or idea. Sources must be identified in citations and the related References list.
Solutions/actions	3.0	List solution, idea or courses of action with an analysis of its effectiveness (how will your suggestions affect or change the current situation). If more than one idea is suggested, provide an analysis that covers all proposed suggestions.
Conclusion	2	Summarize the conclusions of your paper. In a paragraph briefly identify the issue, the findings, your proposed solution/actions. However, do not simply repeat the words in the previous sections.

**You can find instructions on how to use the References tool in Word on a PC or on a Mac in a file included in the Assignment link.**