**Expectations for Short Papers: Leadership & Ethics**

**Introduction:**

The purpose of the introduction is to introduce the reader to the **central theme(s)** of your paper. An effective introduction goes from general to more specific information regarding the subject(s) you will be covering in your paper.  Then, gradually narrowing down the subject to a specific purpose statement.   It should be concise, and therefore, the reader should have no doubt as to the topic of your paper. Because this is a short paper, the introduction must be no more than one to two paragraphs in length. **(1 to 2-paragraph maximum) Note: If you do write one paragraph for your introduction, make sure it is thorough.**

**Tips for the Introduction Section:**

* Keep it general☺. In other words, save the specific analysis of the information you will be discussing, for the actual analysis section. Remember, the introduction provides a **broad** overview of what will be discussed.
* Please do not use direct quotes in the introduction. **All concepts or theories should be paraphrased**, this helps to create a stronger introduction written by you, versus taking information verbatim**.**
* Make sure whatever you write in your introduction is elaborated on in the analysis section of your paper. Everything needs to connect ☺

**Purpose Statement**:

After the introduction, you would then gradually narrow down the focus to a specific purpose statement. **A purpose statement, is essentially just like a thesis statement, except more specific and direct. It provides the paper with a clear scope, direction and purpose.** The purpose statement should be concise, and therefore, the reader should have no doubt as to the topic of your paper and the exact components that you will be discussing in the analysis section.

**Note**: A purpose statement is written differently than a thesis statement. Therefore, it may not be what you are normally used to so please be sure to review the examples below so you are clear as to how I would like the purpose statement written.

The purpose statement can be two to three sentences (depending on the complexity of the paper), which again, explicitly states the focus and direction of the writing.

 **Examples of a purpose statement:**

“The purpose of this paper is to examine the role of leadership and its importance to an organization. In addition, transformational leadership will be discussed, as well as the potential benefits of this theory within an organization.”

“The purpose of this paper is to explore the importance of an ethical climate within an organization, and the biases that impact moral decision making. Additionally, an ethical issue will be examined, as well a discussion on how the issue could have been avoided by establishing a solid ethical climate.”

\**If you are ever wondering what components to put in your purpose statement, take a look at what is needed for the analysis section.*

\***Please note**: In some courses your professor may ask for a thesis statement. A thesis statement is written differently from a purpose statement. Please be sure to understand that not every paper you write in graduate school will require a purpose statement, it will depend on how the professor would like you to approach the assignment.

**Analysis**:

The body of the paper is comprised of the analyzation and presentation of materials that support your purpose statement. Paragraphs must be well-developed and discuss each component necessary for the assignment. Additionally, it is not enough to just “tell” the reader your perspective, you must “show” the reader why you believe your perspective is relevant.  This is done by incorporating scholarly resources, as well as specific examples to help validate your perspective.

 **(3.5 to 4 pages maximum)**

**Tips for Writing the Analysis section:**

* Make sure you thoroughly cover each component of the analysis.
* Only include pertinent information; stay on track with what each part of the outline is asking for.
* Because this is a research paper, your perspective must be supported by additional resources (i.e. articles, books, etc.). For example, if I think that transformational leadership is the most beneficial in an organization, I would need to find research to help validate my perspective.
* **Please define concepts and theories in your own words** (paraphrase).
* Use quotes sparingly! Quotes are meant to enhance analysis, **they should not be used in place of defining concepts or theories.**
* Always define all concepts, theories, etc. You want to write is if the reader is not familiar with the material**.**
* Please make sure you understand how to provide an in-text citation for a direct quote, versus how you would cite when you paraphrase information. Please be sure to review the APA material located in week one.

**Conclusion:**

The conclusion should be definitive and concise.  It should capture the importance of the central theme(s) of the paper. It should emphasize the significance of the issues/concepts you have discussed throughout the body of your paper. This helps your paper to be organized, and provides unity. **(1 to 2 paragraphs maximum)**

**Tips for Writing Your Conclusion:**

Try to not restate in specific detail everything you just discussed in the analysis section. Remember, you want to capture and wrap up the overall central theme(s) of your paper.

 **Using Scholarly and/or Reputable Resources:**

Scholarly resources (academic sources) and reputable resources aside from your text, should be used for all papers in this course. In other words, pulling information from a website such as wikepedia.com or a business dictionary, is not considered a scholarly/reputable resource. Check out the WU online library database. It is a helpful tool and resource. **The library link is located on the left-hand side of Canvas.**

**Plagiarism Policy:**

Please take time to review the policy on **plagiarism** located in the syllabus. You are expected to review the policy prior to completing your assignment. If you have any questions, please do not hesitate to email me. I am here to help.