



McNair Research Proposal Formatting Guidelines

Outline Due March 5th

Rough Draft Due: March 26th

Final Draft Due: April 30th

Below are the formatting guidelines you will need to follow for all papers, including the rough draft and final draft of your research paper. Read them carefully. Papers not in this format will be returned to you for revision and will be marked late.

General Formatting

- 1) Sections:
 - a. Proposal (prior to start of internship): Introduction/Literature Review, Methods, Results, Discussion, and References.
 - b. Final Paper (after research internship concludes): Title Page, Abstract, Introduction, Literature Review, Methods, Results, Discussion, References.
- 2) Font: Times New Roman, 12 point font.
- 3) Spacing (APA): The body of the paper is **double-spaced**, like this paragraph; not single, not triple and start on a separate page after the abstract. Your abstract should follow the guidelines below and should be on a separate page. All pages should have 1 inch margins on **all** sides. The first sentence of **every paragraph** should be indented **five (5)** spaces (the abstract is the only exception). Paragraphs or sections should **not** be separated with extra spacing. The same double spacing used within paragraphs and sections should be used between them.

Title Page

- 1) The title is in **Times New Roman, bold, 14 pt font**.
- 2) Your name is to be in Times New Roman 12 pt font, centered, with a space between your name and the title.
- 3) Your mentor's name is also Times New Roman 12 point font, centered, with a space between their name and yours.
- 4) Finally, your program of study is in Times New Roman 12 point font, centered, with a space between your program of study and your mentor's name. For example:

Does My University Discriminate Against Pregnant Faculty And Staff?

Gina Senarighi: McNair Scholar

Dr. Lauren Smith: Mentor

Department of Women's Studies

Abstract

- 1) The abstract is centered at top of the second page of your paper, in Times New Roman 12 pt bolded font.
- 2) The body begins two lines below the section title and is single spaced and not indented.
- 3) The font is Times New Roman italicized 12 pt and should be no less than 150 words and no more than 200 words. For example:

Abstract

Much recent research has observed a shortage of women in higher education. When asked, many women in higher education have sited the difficulty balancing family and work as a deterrent to a career in the field. Few studies have attempted to explain possible causes of the problem. This study intends to examine family leave policy as a likely explanation for this phenomenon. First, the University of Wisconsin-Whitewater family leave policy was compared to Wisconsin State statutes on employee family leave to find disparities. Interviews were then conducted with ten university employees who have used family leave plans in the last year. Responses to interview questions on the actualized family leave plans were reviewed to identify inconsistencies. Analysis uncovered many areas open to interpretation and therefore bias and possible discrimination toward female university employees. Results include specific examples of participant family leave plans. Preliminary results demonstrate that while the policy is well written and often followed with good intent, there is room for interpretation and bias, especially in academic faculty. Directions for future research are addressed in light of the limitations in research noted.

Headings

- 1) Primary headings are centered, capitalized, and bolded. The body of the paper is in Times New Roman 12 pt font, double-spaced, and aligned left, **not** justified, centered, or aligned right.
- 2) Secondary headings are flushed left, in Times New Roman italicized 12 pt font with only the first word capitalized.

- 3) Tertiary headings are in Times New Roman italicized 12 pt font, with only the first word capitalized. First paragraph of text should begin immediately following the heading in 12 pt font on the same line for tertiary headings. Examples:

Primary Heading

Text begins here on a new line, indented five spaces.

Secondary heading

Text begins here on a new line, indented five spaces.

Tertiary heading. Text begins here on the same line.

Equations, Figures, Images, and Tables

- 1) Equations should be referred to in the text as equation (1), be indented five spaces, and numbered in parentheses. Equation number is on the right-hand margin. There are 2 spaces between text and equations.
- 2) Number and captions should appear above each table in capital letters. Caption and table should be centered and incorporated into the paper where appropriate.
- 3) Figures and their captions should be centered. Captions should be below the figure and also appear with all but the first word in the caption in lower case.
- 4) Photographs should be no larger than 5 inches by 8 inches. Landscape orientation is preferred. However for some photographs landscape is not appropriate. Examples:

Equations:

$$F = ma \tag{1}$$

$$a^2 + b^2 = c^2 \tag{2}$$

Table:

Table 1. Example of Table

Times New Roman	Auto heights
12 point	One line spacing from the caption (no blank cells)

Figure:

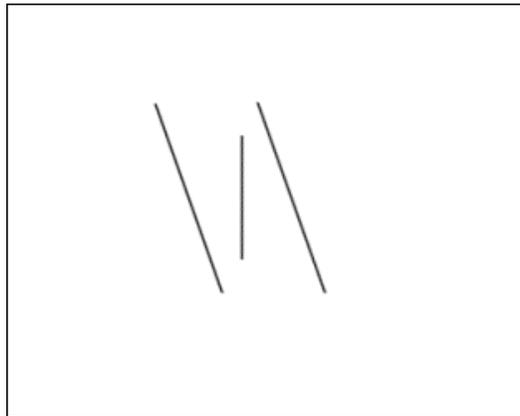


Figure 1. Example of Gibson's (1937) tilt-induction effect where the vertical line appears to tilt in the direction opposite the induction lines.

Photograph or Electronic Image:



Photo 1. Mountains, meadows, and forested landscapes as viewed from roadway between Hazelton and New Hazelton, British Columbia.

Suggested Headings and Reference Citations:

- 1) The **preferred style** for citing references is APA 6th edition style. You are welcome to use any citation style that is best suited for your discipline (e.g. American Chemical Society, American Institute of Physics, etc.) however, APA 6th is recommended.
- 2) A hardcopy of the APA Style Guide is available for reference purposes in the McNair Office. An on-line guide to APA style, formatting, and usage is available at this link: (<http://owl.english.purdue.edu/owl/section/2/10/>).
- 3) Samples and examples of some other citation styles are available from Diana Hacker's website: (<http://www.dianahacker.com/resdoc/>).
 - a. General Scientific Style: http://www.dianahacker.com/resdoc/p04_c11_o.html
 - b. Humanities/MLA: http://www.dianahacker.com/resdoc/p04_c08_o.html
 - c. Social Sciences: http://www.dianahacker.com/resdoc/p04_c09_o.html

Revising and Editing:

- 1) Plan your drafting schedule to include plenty of time for editing and make sure your mentor has read your revisions prior to submitting drafts for grading.
- 2) Use the reference text on technical writing and these on-line writing lab resources (<http://owl.english.purdue.edu/owl/>) & (<http://www.wisc.edu/writing/Handbook/>) as guides through the writing, editing, and revising of proposal drafts.
- 3) The UI's Writing Center (<http://www.class.uidaho.edu/english/WritingCenter/>) has both printed materials and live tutors that might prove helpful during the writing process. Check their web site for hours of operation during the Spring semester.
- 4) Don't be afraid to use the Spelling and Grammar checking routines offered by Microsoft Word. These routines can be very useful in catching the small, easily-overlooked errors of spelling and sentence construction.

Plan for Disaster:

- 1) Maintain backups of your important files. Keep a master copy on your computer's hard drive, and keep at least one other recent copy of important files on a portable hard drive or other removable media (such as a USB Flash drive).
- 2) Critical files that are extremely hard to replace should be protected using a triple-backup system. For example, master copy on primary hard drive, backup on portable hard drive, second backup emailed to self and stored within an email folder.
- 3) Whenever you make important changes to an important file, back it up.
- 4) To distinguish different versions of a file, develop a naming convention to prevent accidentally overwriting a version you want to preserve. Simply adding a date to the end of a file name is an easy system to follow.