

Guidelines and Requirements for Writing a Research Paper

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ABSTRACT: A research paper is a formal piece of writing that conducts a specific study in a particular discipline. Written in all fields of knowledge, a research paper can further be classified as technical paper, conference paper, journal paper, review paper, etc. Writing a research paper requires preparatory steps such as doing library research, surfing the Net, reading relevant journals and books, making an outline, and preparing a tentative bibliography before starting to write a research paper. A research paper comprises elements, such as the title of the paper, the name and address of the researcher, an abstract, an introduction to the research carried out, the main findings and observations, the important conclusions and inferences, and a list of references and bibliography. Documentation is an important part of a research paper. All the sources cited and consulted need to be referred to in the text and acknowledged through footnotes of a list of references. The bibliographical details of a source can be arranged according to any of the standard referencing systems such as the MLA style, the APA style, and the Chicago style. This paper provides some minimal basic guidelines and requirements for writing a research paper. A number of issues related to need, scope, format, data collection and documentation, footnotes and bibliographical entries are briefly covered for the clear and better understanding for the upcoming researchers to avoid any confusion.

Keywords: Introduction; Planning and Process; Overview of changes in the MLA effective from April 2009; Structure of a Research paper and Conclusion.

INTRODUCTION: There is a widely accepted fact that every other day a company's products change, but how? How it is that new features are added to a product every time it revisits the market? Who are the people behind this constant change in the look, features, and performance of a product?¹ The answer is the engineers, scientists, and researchers who are constantly working towards the improvement of a product. They constantly add to it newer features, update its performance so that the product can compete and outlast other products in the market, make it more useful to the customer, or assign to it a more attractive and appealing look. This is the reason why many organizations have a Research and Development department where researchers keep working toward the overall development of the organization's products and services.

Research is important not just in terms of development of a product or progress of an organization, but also in the overall development of a society, a nation, and the world at large. This further explains why researchers are valued a lot in the society with which the world can be made a better place to live in. Since research is a gateway to future advancements, improvement, and change, all such researchers at the level of an organization or in a specific field are for-

mally documented to keep a permanent record. A document that presents some research in a particular discipline in a formal and properly documented form is known as a research paper.² A research paper is thus a formal piece of writing that presents in a properly documented form the findings of a research in a specific discipline. A research paper discusses, analyses, and presents in a formal way the findings of a systematic study or investigation. Written in an objective, structured, and formal way, a research paper also transfers new research and findings of a study to other scientists and researchers involved in the survey, research, investigation, and fieldwork in a similar, specific field of study.

Written in all spheres of human interest, knowledge, and activity, research papers are classified as *technical papers, conference paper, journal articles, review articles*, etc.³ A research paper written in a technical field of study such as computer science, electronics, mechanical engineering, etc. is also called a *technical paper*. The research paper presented in a conference, seminar, or workshop is referred to as *conference paper*. A research paper that is structured, organized, and written in a style so as to conform to the established pattern of a journal is at times referred to as a *journal article*. A *review article* is different from all these

types as it presents an evaluation and analysis of a published work. At the end of this section, it is essential to indicate the scope of your paper, define the audience⁴ and describe the organization of your paper so that the readers know what to expect. The introduction should be between one to two pages.

Planning and Process: Though writing a research paper involves a demanding and recursive process, proper planning and preparation can make this task simple, linear, and effective even although it seems difficult. Therefore, there are few steps which can prove helpful in writing a good research paper:

1. Think of the possible topic and undertake proper research by visiting a library and gathering information from books, journals, magazines, newspapers, and by browsing the Internet for e-journals, Wikipedia, ProQuest, Elsevier, etc.

2. Prepare an outline including the topic, key words, purpose, scope, methodology, major points, conclusion, tentative bibliography, etc.

3. Start by writing a statement of purpose, which should be as short and snappy as possible. This can also be achieved by mentioning the background.

4. Thoroughly investigate and analyze the topic. While doing so, remember the following:

(i) Follow the chronology of the paper and use its headings as guidelines.

(ii) Do not include irrelevant and superfluous details.

(iii) Evaluate researches conducted in the past; provide cross references; analyze and infer.

(iv) Ensure a proper flow among various ideas and parts of the paper by using proper connectives.

(v) Use active rather than the passive voice, e.g., 'The study tested' rather than 'It was tested in this study'; 'The survey indicates' rather than 'It is indicated by the survey'.

5. The style of writing should be formal and scholarly. The sentences should be structured and the text compact and systematic.

6. Good research papers always require good revision work. Hence, edit your research paper ruthlessly. In brief, while editing your paper, do the following:

(i) Delete unnecessary words/information.

(ii) Be to the point and complete.

(iii) Ensure logicality of information.

(iv) Cite connecting works, sources, etc.

7. Reread your draft, making sure that it covers the main points just listed, and that there are no grammatical, spelling, or typographical errors; also ensure that it 'flows' properly.

8. Document the research paper meticulously; a research paper should conform to any of the standard styles such as the *Modern Language Association*

(MLA), American Psychological Association (APA), or the Chicago style.⁵

Overview of changes in the *MLA Handbook for Writers of Research Papers*, 7th edition, effective April 2009:

1. MLA no longer requires underlining. Titles, such as book and periodical titles are now *italicized* rather than underlined.

2. All entries in a Works Cited list, whether they are print or electronic, must now include the medium in which they have been published (Print, Web, DVD, Television, etc.).

3. URLs are no longer required in most citations. Due to the changeable nature of URLs, MLA recommends that writers only include a web address if the audience is unlikely to find the source otherwise OR if your instructor requires it.

4. Many sources do not have a date, publisher or pagination. MLA advises, where applicable, to write n. pag., for those sources without page numbers, n.d. for no date, and n.p. if name of the publisher or place of publication is omitted.

Structure of a Research paper: Research papers are generally formalized structures. Though at times we need to choose and arrange components of a research paper as per the requirements of an organization or the convention of a journal, a large number of research papers have more or less similar structure. Organize your paper in terms of sequentially numbered sections, subsections, and sub-subsections, each with an appropriate title. The paper organization may be as follows:⁶

- Paper Title
- Your name and contact information
- Paper abstract
- Introduction (problem statement)
- Discussion
- Conclusions
- Bibliography
- Appendices (if necessary, may include items such as a large chunk of code that is necessary to be a part of the paper but is inappropriate to be included in the paper body)

Font Size: Use 11-point or 12-point font size.

Line Spacing: You may prepare your paper in single or double space format. If you choose to prepare in double space format, be sure to single space the title, abstract, itemized and enumerated lists, tables, and the bibliography.

Paper Margins: Allow 1-inch margins on all four sides and justify text on both sides.

Tables and Figures: Number all tables, figures, and similar items and use these numbers to explicitly refer to such items. Include a descriptive caption for each table or figure (or similar items). Be sure to use a uniform/consistent approach for citing such items and for presenting their captions.

Please use this document as a model to organize your paper unless the “templates” you have found are more appropriate for your paper. Additional requirements may be given later.

1. Title: The *title*, as in every other document, is the first component that meets the reader’s eye. The title comprises the key words and terms that are central to the theme of discussion in the paper. Though every research paper begins with a title, phrasing a title is not as easy as it sounds. Since a research paper studies or investigates a specific fact or problem with concentration, intensity, and focus in a particular discipline, its title needs to give the reader a peek into it. Therefore, the title should be *specific* and not *generalized*.⁷

Another aspect of the title is the fact the proper capitalization pattern and punctuation marks are to be followed. At times, researchers write everything in capital letters including even the conjunctions and prepositions in the title. Others write everything in small letters, while some other starts every word in a title with a capital letter. As per the practice normally followed, not all the words are to be written in capital letters. Further, we need to begin only the content words, such as nouns, verbs, adjectives, adverbs, gerunds, etc., with a capital letter and need not choose capital letter for the beginning function words such as articles conjunctions, and prepositions.

Table 1: Illustrates how the title needs to be formed in terms of punctuation.

Inappropriate Title	Appropriate Title
Education And significance Of life	Education and Significance of Life
Capitalism – shameless co-existence of skyscrapers and slums	Capitalism: Shameless Co-existence of Skyscrapers and Slums
Modern Indian Feminist Writers and Transcendence of Gender Parochialism	Transcending Gender Parochialism in Modern/Contemporary Indian Feminist Fiction

2. Author’s Details: Immediately following the title are the details about its author. Generally, it includes the name of the author, his/her designation and the name of the organization, institute, or the company he/she belongs to. When a research paper is jointly

authored by two or more authors, the names of all the authors are listed and in case they belong to different organizations, the affiliations for each of them are separately highlighted. Take a look at how to arrange such details about the author(s) of a research paper:⁸

(i) A research paper by a single author:

Communicating Complex Screen Images of Indian Women: A Study of parallel Hindi Cinema
By
Dr Sanjay Kumar
Asst Professor
Languages Group
BITS, Pilani

(ii) A research paper by two authors:

Using Print Media in English Language Teaching at Undergraduate level: Problems, Possibilities, and Perspectives
By
Dr Aparajita Ghosh
Prof. and Head
Dept of English
University of Rajasthan
Jaipur

and

Dr Rafiq Rizwan
Asst Professor
Institute of English Language Studies
Indore

3. Abstract: The abstract is one of the most components of a research paper. Written in a brief and concise manner, the abstract captures the essence of the research paper. It mentions what the paper contains—the question or the problem that the paper intends to address, the method used, and the type of analysis done. An effectively written abstract has the following key features:

1. An abstract states the objective of the research contained in the research paper.
2. It provides a brief description of the experiment conducted during the research.
3. It mentions in brief the main results of the research discussed in detail in the research paper.
4. Containing all the important information, an abstract can stand on its own.
5. As regards its style, an abstract is written in a systematically detached, clear, and objective manner in one single paragraph.

Example 1: Conflict Resolution to Reconciliation: A Psychological Analysis

Abstract

Conflict resolution is a range of methods of eliminating sources of conflict. The term ‘conflict resolution’ is sometimes used interchangeably with the term ‘dispute resolution’ or ‘alternative resolution’ (**Brief definition and background**). However, intractable inter-group conflicts require the formation of a conflictive ethos that enables a society to adapt to the conflict situation, survive the stressful period, and struggle successfully with the adversary. The formal termination of such a conflict begins with the elimination of the perceived incompatibility between the opposing parties through negotiation by their representatives, that is, a conflict resolution process (**Facts**). But this is the only part of the long-term reconciliation process. The psychological aspect of reconciliation which is often overlooked requires a change in the conflictive ethos, especially with respect to societal beliefs about group goals, about intergroup relations, and about the nature of peace (**Statement of purpose**). This paper highlights not only the psychological reconciliation required for the formation of an ethos of peace, but also how to deal with intractable conflicts using this method (**Objective**). Political psychologists can and should work to improve the state of knowledge about reconciliation, which until now has received much less attention than conflict resolution (**Significance**).

4. Introduction: For the effective starting, the introduction section serves as a good curtain raiser. Therefore, the introduction section must aim to achieve the following objectives:

4.1 Establishing the background: An introduction begins by giving the background to the research contained or the experiment conducted. It provides a brief description of the problem or events that led to the research or experiment undertaken.

4.2 Providing a rationale: An introduction provides a logical rationale to the research and also emphasize the research gap that necessitates the present research. Further, it mentions the hypothesis and leads the reader through the reasoning to the main focus of the research.

4.3 Describing the methods and models chosen: It is important for a researcher to convince the audience that the approach, methods, and procedures adopted to carry out the research are not flawed. It is so because with wrong methods and models, correct results can never be arrived at. Therefore, in the introduction section, researchers need to establish the accuracy of the models, methods, designs, and procedures adopted by briefly describing them and stating how they achieve the stated objectives.

5. Discussion: This part of the research paper presents to the reader all the main idea and expands it with the requisite details and explanations. Running into a number of pages, this section is divided into sections and sub-sections and provides a clear and convincing analysis of the research undertaken.

While writing the discussion of a research paper, keep in mind the following points:

1. Divide the whole text of the discussion into different headings and sub-headings.
2. Arrange all the ideas according to the order of importance in spite of chronological order.
3. Discuss in detail all the major findings and results in a clear, precise manner.
4. Focus more on the discussion of facts, findings, and results rather than imagination.
5. Give importance to the research rather than researcher. Write from the perspective of the research, e.g., ‘...the research establishes...’, ‘...the facts indicates...’, ‘...the model brings into view the fact...’ etc.
6. Avoid using the first person pronoun ‘I’ in any case; use the scholarly pronoun ‘we’, thus involving the researcher, the fellow researcher(s), and the reader in the discussion.

7. Conclusion: This section of research paper summarizes the important points of the study. It is generally quite brief and infers in a factual and logical manner what can be derived from the research. While writing the conclusion, keep in mind the following points:

1. A conclusion naturally derives its observations from the main discussion; therefore, avoid adding anything new at this stage.
2. Highlight the main ideas before bringing into view their significance.
3. Keep conclusion precise, factual, and brief.
4. Maintain consistency in the objective listed in the introduction, the facts established in the discussion, and the inferences derived in the conclusion section of the research paper.
5. Indicate the need for further work, if required.

8. Footnotes/List of References: While writing a research paper, researchers often quote other sources and cite other works to substantiate and support their ideas. All such sources need to be listed with complete details either in the way of footnotes or a list of references.

Given below are some of the sample entries of footnotes:

Types	Examples
Book by a single author	Julia Andrews, <i>When Success Sounds Sweetest</i> (New York: Hap-

	py Visions, 2007), p.134.
Book with a subtitle	Richard Berry, <i>Visions of Success: Sky in Not the Limit</i> (London: Popular Press, 2001), p.233.
Book by two authors	William R. Jasper and Barbara Jasper, <i>Computer Networking</i> (London: Holy Pages, 1999), p.214.
Book by three authors	Morris Handberg, Cynthia Ross, and Dorrence Larkin, <i>The Idea of Being Alive</i> (Paris: Idea Press, 1998), p.377.
Book by more than three authors	Ben Jenkins et al., <i>Since World War II</i> (Chicago: Vision Vista Press, 1967), p.456.
A part of book being referred to	Alice Merchant, ‘Zero-Budget Consumerism’, <i>Survival of the Richest: Myth or Reality?</i> (New York: Ink Wise Publishers, 2009), p.24.
A reference to an edited work	C.D. Narsimhaiah, ed., <i>Awakened Conscience: Studies in Commonwealth Literature</i> (New Delhi: Sterling, 1978), p.89.
A reference to a part in an edited work	David Osborne, ‘In a Chosen Exile’, <i>Diaspora: Post-Colonial Perspectives</i> , ed. Adela Quested (London: Future Vision Press, 1978), p.124.
A chapter in a reference work	‘Scientific Myths of Ancient Ages’, Encyclopedia of Modern Sciences: An Illustrated Edition (Standard: Wiseword Publishers, 1998), p.12.
A reference from an e-book	Patrick Hingis, ‘Five Stress Busters’, Stress Management: A Kaleidoscopic View (Peace & Perfection.Com, 2009), 30 August 2010 http://www.magic.com/mgt/_book.pdf

8.1 Arranging details from an article in a journal/magazine: This is the order in which the details of an article cited from a journal or magazine are arranged:

- (a) Name of author
- (b) Title of the article (within inverted commas)
- (c) Title of the journal/magazine/periodical (italicized)
- (d) Publication information (volume number and issue number for journals followed by the year of publication; date in full for magazine)
- (e) Page number
- (f) Database information (if any)
- (g) URL (if accessed online) and the date of accessing the site

Here are a few sample entries:

Types	Examples
An article in a magazine	Lalita Iyer, ‘Change of Address’, <i>The Week</i> , 17 October, 2010, p.42.
An article in a journal	Sanjeev Vaish, ‘Redefining Feminism’, <i>Commonwealth Literature</i> , 43 (2008): 110.
An internet source	Farrukh Dhondy, ‘Interview with V.S. Naipaul’ 13 August 2001, Indian Writers don’t know Why Their Country is in Such a Mess, 15 July 2008, http://ontology/buffalo.edu/smit/h/courses/rrtw/vsnaipaul.html

9. References/Bibliography: The bibliography at the end of your paper should be as complete as possible. It is very likely that your references include journal articles, conference proceedings articles, books (or chapters in a book or in a collection), and technical reports. The following is a list of required ⁹ items for each of such article:

- Journal Articles: author, title, journal, volume, number, year, pages [month].
- Books: author (or editor), title, publisher, year, edition, publisher address.
- Book Chapters: same as book and/or conference proceedings articles.
- Conference Proceedings: author, title, proceedings title, pages, year, publisher, [editor, month, place]
- Technical Reports: author, title, institution, year [number, address]
- Thesis/Dissertation: author, title, school, year, [address]

9.1 Book (general reference format)

Author Last Name, First Name. <i>Title of Book</i> . City: Publisher, year. Medium.

9.2 Book (no author or unknown author):

Ex: In Text: (<i>Encyclopedia of Virginia</i> 212)
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Works Cited: <i>Encyclopedia of Virginia</i> . New York: Somerset, 1993. Print.
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9.3 Book (one author)

Ex: In Text: (Barnet 97)

Works Cited: Barnet, Sylvan. <i>The Practical Guide to Writing</i> . Toronto: Longman, 2003. Print.
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9.4 Book (two or three authors)

Ex: In Text: (Booth, Colomb, and Williams 190)

Works Cited: Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. <i>The Craft of Research</i> . 2nd ed. Chicago: U of Chicago P, 2003. Print.
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9.5 Book (four or more authors)

Either list all authors, or list only the first author and add the phrase *et al* (“and others”). Use the same format for the in text citation and works cited entry.

Ex: In Text: (Barclay et al. 144-145)

Works Cited: Barclay, Michael, et al. *Have Not Been the Same: The CanRock Renaissance, 1985-95*. Toronto: ECW, 2001. Print.

9.6 Edited, Translated or Compiled Book

Ex: In Text: (Greenspan and Rosenberg 77)

Works Cited: Greenspan, Edward, and Marc Rosenberg, eds. *Martin's Annual Criminal Code: Student Edition 2010*. Aurora: Canada Law Book, 2009. Print.

When using an entire book that lists editors, translators or compilers on its title page use the appropriate abbreviation – ed. (if only one editor), eds. (if more than one editor is listed), trans., or comps.

9.7 Article or Chapter in an Edited Book

Ex: In Text: (Naremore 266)

Works Cited: Naremore, James. “Hitchcock at the Margins of Noir.” *Alfred Hitchcock: Centenary Essays*. Ed. Richard Allen and S. Ishii-Gonzales. London: BFI, 1999. 263-77. Print.

9.8 Government Document

Government documents may have individual authors (see example below) or may have an entire department as an author (see the section below entitled ‘Group as Author’). The government department may be the publisher and the place of publication may be the city of the department’s head office.

Ex: In Text: (Fitzgerald 33)

Works Cited: Fitzgerald, Robin. *Fear of Crime and the Neighborhood Context in Canadian Cities*. Ottawa: Statistics Canada, 2008. Print.

9.9 Group as Author (government agency, associations, corporations, etc.)

When citing a group author, the full form of the group’s name is written out in the text citation. It is often better, however, to include a long name in the text, so that the reader is not interrupted with an extended parenthetical reference (the first example below uses a long parenthetical citation).

Ex: In Text: Canada was the first nation to ratify the treaty (Canada. Dept. of Foreign Affairs and International Trade 17).

Works Cited: Canada. Dept. of Foreign Affairs and International Trade. *Freedom from Fear: Canada's Foreign Policy for Human Security*. Ottawa: DFAIT, 2002. Print.

9.10 Encyclopedia Entry

Ex: In Text: (Bercuson 101)

(“Existentialism” 203)

Works Cited: Bercuson, David Jay. “Canada.” *The World Book Encyclopedia*. Chicago: World Book, 2006. 93-106. Print.

“Existentialism.” *Routledge Encyclopedia of Philosophy*. London: Routledge, 1998. 199-204. Print.

9.11 Revised Editions

If an edition is given, specify it by number (2nd ed.), name (Rev. ed.), or year (2004 ed.).

Ex: In Text: (Castro and Huber 91)

Works Cited: Castro, Peter, and Michael E. Huber. *Marine Biology*. 4th ed. Boston: McGraw-Hill, 2003. Print.

9.12 Periodicals (Journals, Magazines, Newspapers)

Citations for journal articles include the author’s name, the title of the article, title of the journal (italicized), volume and issue information (if applicable), date, the page range of the article and the medium type (print or web, etc).

Ex: Author’s name. “Article Title.” *Journal Name* volume. issue (year): page-range. Medium.

9.13 Scholarly Journal Article

Ex: In Text: (Keary 614)

Works Cited: Keary, Anne. “Dancing with Strangers: Europeans and Australians at First Contact.” *Canadian Journal of History* 41 (2006): 613-616. Print.

9.14 Magazine Article

For magazines published every week or every two weeks, the complete date (day, month, and year) should be provided in the citation. If the magazine is published monthly or every two months only the month and year needs to be provided. Do not provide volume and issue numbers even if they are listed. If there is no author, begin the entry with the title.

Ex: In Text: (Geddes 21)

(“An Unlikely Champion”)

Works Cited: Geddes, John. “A Natural Remedy?” *Maclean's* 4 June 2007: 20-22. Print.

“An Unlikely Champion of the Rule of Law.” *Maclean's* 11 June 2007: 31. Print.

Note that no page numbers are used in one of the examples above, as the entire article is being cited.

9.15 Newspaper Article

Similar to magazine articles, provide the date of the publication (abbreviate months with the exception of May, June and July) and do not include volume and issue information, even if provided. For articles that are not printed on consecutive pages, only provide the first page number with a plus sign (e.g. C4+).

Ex: In Text: (“Ignorance” A2)

Work Cited: “Ignorance, Politics and the Way of Democracy.” *Toronto Star* 16 June 2007: A2. Print.

9.16 Examples of Electronic Sources

Website – One Page or Section

(general works cited form)

Last name, First name. “Document title if available.” *Title of the overall Website*, Version or edition if available. Publisher or N.p. to designate no publisher, publication date or n.d. to indicate that no date was given. Web. Date of access.

Ex: In Text: (“Works of Joyce Wieland”)

(Wong)

Works Cited: “Works of Joyce Wieland.” *Celebrating Women’s Achievements: Women Artists in Canada*. National Library of Canada, 2000. Web. 29 Mar. 2009.

Wong, Jessica. “Celebrating the Kid Inside.” *CBC News*. Canadian Broadcasting Corporation. 30 July 2004. Web. 20 Aug. 2008.

9.17 Entire Website

Ex: In Text: (*Canadian Museum of Civilization*)

Works Cited: *Canadian Museum of Civilization*. Canadian Museum of Civilization Corporation, 2007. Web. 19 June 2008.

9.18 Online Journal

This example refers to journal articles that you found using an Internet search engine (Google, etc.). If you retrieved the article in a Library database (that you had to login into with your network login), please use the next example.

Ex: In Text: (Stenson)

Works Cited: Stenson, Kevin. “Governing the Local: Sovereignty, Social Governance and Community Safety.” *Social Work & Society* 6:2 (2008): n. pag. Web. 22 Mar. 2009.

9.19 Online Image

Ex: Works Cited: Artist or Creator. “Description or Title of the Image.” Date the image was created. Online Image. *Database Name or Title of the Site*. Date of Download. <url>

9.20 Other Common Resources

Personal E-mail

Ex: In Text: (Robinson)

Works Cited: Robinson, Martha. “Vacation Plans.” Message to Daniel J. Cahill. 22 Mar. 2008. E-mail.

There will generally be no page number to refer the reader to. You may wish to include the source as part of your sentence rather than place it in brackets.

9.21 Personal Interview (that you conducted):

Ex: In Text: (Nesbit)

Works Cited: Nesbit, Louise. Personal Interview. 17 July 2008.

9.22 Class Lectures and PowerPoint Notes:

Ex: In Text: In a lecture on 15 May 2008, in a course on effective research, Dr. Robert Smith stated, “Grammar is an essential part of communication”.

Works Cited: Smith, Robert. “Research Assignment Instructions.” ABC Institution. Oshawa. 15 May 2008. Lecture.

CONCLUSION: When you read an article pay close attention to the author’s writing style, sentence construction, referencing style, choice of words, etc. You will become a better writer by paying attention to how good authors write. Observe the mechanics of clear writing. Regardless of who your audience is, you should use a specific, concrete, and precise language. Vary the length of sentences to maintain the readers’ interest. Make sure *your transitions from one sentence to the next* and from *one paragraph to the next* make the connections clear so that your reader can easily follow the flow of your ideas. Finally, pay attention to details; nothing offends a reader faster than incorrect spelling and/or a poorly prepared document. If spelling is not one of your strong points, keep a dictionary.

Writing a technical article involves more than just sitting down and writing, even if the subject is within your area of expertise. You must insist on conciseness, clarity, and accuracy and avoid obscure, rambling, imprecise, and inaccurate materials. Furthermore, instead of dwelling upon existing and known knowledge, draw a synthesis from it. Your term paper must be original, i.e., it should describe research work done by yourself. *You must give appropriate acknowledgment and/or credit to other research work that you have used in preparing your paper*. Therefore, it is important that you learn how to cite someone else’s work, when to quote, when and how much materials to include in indented quotations, etc. Verbatim inclusion of other people’s writing in a paper, without acknowledging and crediting the source, is non-ethical and illegal (because it violates copyright protections) and is considered as plagiarism which is a legal offence and person using this could be punished or imprisoned.

REFERENCES:

1. Kumar, Sanjay and Pushp Lata. “Communication Skills”, (OUP: New Delhi, p. 594, 2011).
2. ibid (p. 594)
3. ibid (p. 595)

4. Budd, T. (1997b). “*An Introduction to Object-Oriented Programming*”. (2nd ed. Addison-Wesley).
5. ibid (p. 596)
6. Levine, L., Pesante, L. & Dunkle, S. (1990), “*Technical writing for software engineers, - Technical Report*”(SEI-CM-23, 1990 Software Engineering Institute).
7. Raman Meenakshi & Prakash Singh.“*Business Communication*”, (OUP: New Delhi, p. 421, 2006).
8. ibid (p. 597)
9. Gibaldi, Joseph. “*MLA Handbook for Writers of Research papers*”, (Modern Language Association of America: America, p. 268, 2009).