

Guidelines for Paper Writing

Your paper must deal with the topic I have assigned from the list provided to you.

The paper should have been typed in the Microsoft Word/Office

The paper should have front/title page

The paper should have a table of contents

Use footnotes available in Microsoft Word (reference, insert)

Note the specification with regard to charts.

Develop and Use charts and graphs as many as the paper needs.

Charts should be appropriately named and numbered.

Chart should be used inside the text and be preceded or succeeded by adequate explanation.

No two charts should be used successively

(a paper will be better rewarded if it contains charts and graphs).

The font size is 12

It is double spaced and each page should have roughly 24 lines.

The length of the paper is minimum five full pages that exclude the front pages, table of contents, and bibliography

Introduction (write a few paragraphs as to your topic and what you hope to learn from it)

Statement of the problem (write as to what it will cover and it will not cover in terms of time, space (place), and demography and group, etc.)

Data Presentation and Analysis (Use the text book and other resources in the library and in the Internet and present the data that you have collected and then analyze it)

Conclusion (present your conclusions, findings from the data and the analysis above)

Recommendations (provide your suggestions as how to rectify the problems, improve the conditions, etc.)

Bibliography (list all the sources alphabetically)

Note:

1. Those who plagiarize and submit a plagiarized paper would automatically receive an F grade in the course and will be reported to higher authorities for further action.
2. A well written paper using and meeting the guidelines would receive maximum points.