

PUAD 731 and GOVT 719
Homeland/Transportation Security Administration
Papers, Class Presentations, and Formatting for Papers

Papers/Research Papers and Class Presentations:

Short papers (2 to 4 pages) are due for weeks two and five. A 15 to 20-page research paper is due at the end of the semester. The generic format used for all papers, paper proposals, and class presentations will be the same, but there are slight variations for each purpose, as outlined below.

Short Papers/Class Presentations

- I. Research Questions
- II. Bibliographic Sources/Methodology
- III. Data/Findings
- IV. Conclusions

Research Paper Proposal

- I. Research Questions
- II. Bibliographic Sources/Methodology
- III. Anticipated Data/Findings
- IV. Hypothesis

The class presentation of your research paper will be 15 minutes in length, with 10 minutes for questions from members of the class. Please bring copies of the memo form of your paper (outlined above) for each class member. The presentation memo should not exceed 2.25 pages in length.

The topics listed on the syllabus can serve as a resource for you in selecting your research topic, but you are not limited to those topics. If you want some additional suggestions for paper topics, I have a set of potential topics that I will share with you. For example, you might do a follow-up study on one of the topics examined by former students of this class. Some of those papers are listed as required or recommended readings for this class. A more comprehensive list of the student research papers produced to date will be provided in class.

I will ask each member of the class to meet with me for 15 to 20 minutes during the sixth week of the class so I can provide an initial review of the research paper proposal. If you have selected a topic and prepared a proposal before week six, please make an appointment to discuss it with me at your earliest convenience.

Where two or more students have interests that seem to focus around a similar topic, a group project may make sense. Likewise, where a research project might be too large in scope for a single person to complete, two or more people might team-up to work on it. One such project could be a systematic examination of the CFO Act and the development of the CFO's office in TSA. (The instructor has an outline and a bibliography for such an investigation.) A legislative history of the Aviation and Transportation Security Act of 2001 or the Homeland Security Act of 2002 might also be good topics for group projects.

An alternative to writing a research paper (based on published academic material, journalistic reports, or government documents, etc.), is an applied research paper. This option may be a particularly attractive for those of you who are either employed in the

Department of Homeland Security or in departments or agencies whose mission and tasks overlap with Homeland Security. Specifically, you may want to look at a policy or administrative issue that is directly related to the work you do, and the research process may require interviews, data, or materials that are not part of existing scholarship, government documents, etc. Permission to do the study should be secured from your supervisor before you begin the project. The use or distribution of the material from the project may be also subject to agency or governmental guidelines.

Formatting for Papers:

Please use 12 point type, "1" margins, with page numbers centered at the bottom of the page. Double space the lines and indent paragraphs.

Use "Bibliography Style," as defined in Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams 7th ed., *A Manual for Writers of Research Papers, Theses, and Dissertations*, Chapt. 16. Be sure to use footnotes, not endnotes, for your citations and be sure to include page numbers.

Additionally, be sure to begin your paper with a simple and clear statement of purpose. Use at least two paragraphs per page. Remember that the topical sentence (lead sentence) in each paragraph gives the reader important signals about the contents of your paper. Specifically, the reader should be able to get a quick overview of the "logic" of your analysis or argument by reading the first paragraph, the topical sentences in each of the following paragraphs, and the concluding paragraph. The reader can then go through the paper to review carefully the full contents of the paper.