

BUSINESS 1210

Individual Paper – Instructions & Tips

1. DUE DATES

- a. **Submit to Turnitin.com – by due date on course outline.** As communicated in course outline, late assignments will not be accepted and will receive a mark of 0. The only exception being valid medical reasons supported by a physician's note.

2. INSTRUCTIONS

- Research **ONE article ONLY** from an **academic journal** related to a topic in Management from the text book and review it. Summarize its main points and conclusions.
- Use the textbook as your initial source to find a topic related to the course - either one that we have studied or will study in the future. Pick a topic of interest to you. Research to find an article on that topic.
- You can find articles related to the topic by referring to the numbered notes in each chapter. These notes refer to articles listed at the back of the text book.
- Use the Business Databases in the Library to find an Academic Article on your topic of choice.

3. Length Guidelines

- a. 4-5 pages of content maximum **not** including title page or reference list. Keep in mind it is quality over quantity. Submissions that are less than or equal to 3 pages of content or more than 6 pages of content will have marks deducted.
 - Title Page
 - Introduction
 - Body
 - Article Summary
 - Analysis
 - Conclusions
 - Reference List

4. Writing Papers

- a. Most papers follow the format of Introduction, Body and Conclusion.

- b. Take notes as you read. Write an outline and your first draft based on these notes. Then, with plenty of time to review, edit and proofread prior to the deadline.
- c. In your introduction clearly tell the reader what you are going to write about. Explain the context, why it is important and generate some interest in what you have to say. (1/2 – 1 page)
- d. Summarize the article and discuss the points raised.
- e. Keep your summary of the article you have read to no more than 2-3 pages.
- f. Keep the body of your analysis to 5 or 6 main paragraphs and points, then summarize these points at the end and draw a conclusion/make a recommendation.
- g. Use spell-check.

5. Analysis

- a. Refer to theories and concepts from text for context and to enhance your discussion.
- b. Include own ideas and thoughts in the discussion and conclusions.
- c. Evaluate the author's findings.
- d. Use quotations and paraphrase using proper APA 7th edition referencing.

6. Grading Considerations

- a. Introduction – concise and thorough
- b. Analysis
 - i. 1 Major or 2 – 3 Minor Concepts from Course
 - ii. Are comments just clichés or supported by argument and quotes
 - iii. Omissions
 - iv. Insights and conclusions in analysis
 - v. Critique of article based on concepts from course
- c. Writing Skills
 - i. Quotations – Use proper **APA 7th edition referencing** from the text and the article.
 - ii. Grammar and spelling
 - iii. Logical flow and clarity
- d. General form – Intro, Body, Conclusions
 - i. Intro – Context, relation to text, topic
 - ii. Body – 4-6 discussion points
 - iii. Conclusion – Relate back to intro, support conclusions from body of paper - clear, valid and logical

7. Turnitin.com

- a. Submit your paper to Turnitin.com.