

## Policy Memo Essay Guidelines

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- 1) You may not write any part or all of another student's paper and you may not allow anyone to write part or all of yours. You may not allow any students to see your essays prior to submission for grading, and you may not allow any student access to your work on hard disk, memory stick, via e-mail, or any other format. Failure to obey these rules will result in grade penalties, up to and including a failing grade for the course, referral for appropriate disciplinary procedures, and removal from course. The person whose material was copied will be held just as responsible as the plagiarist and will be given the same grade penalty and disciplinary referral.
- 2) Computer disasters: I do not accept, as a valid excuse, any problems involving computers or technology. Make sure you have a "Plan B" in case your computer has a problem. Don't procrastinate to avoid these issues. **If you have technical issues you need to contact the HELP DESK and CANVAS SUPPORT.**
- 3) Your essay must meet college academic standards regarding spelling, punctuation and grammar. I will grade your submission accordingly if it does not.
- 4) You are expanding on your outline- be thorough and make sure you understand what you are writing.
- 5) Your policy recommendation needs to be supported with academic research articles from JSTOR only. Your thesis (summary) should be presented as a well-reasoned argument that has a conclusion (policy recommendation) and supported by academic research- be ready to be challenged on your position.
- 6) Use quotation marks (or indent your quotation without quote marks) and provide citations for all direct quotes. Failure to cite sources within the text may lead to charges of plagiarism that may result in dismissal from the course and other disciplinary actions. The style of Chicago/Turabian requires footnotes rather than in-text or parenthetical citations. Footnotes or endnotes acknowledge which parts of their paper reference sources.
- 7) You need to provide a bibliography with only three academic journals from the JSTOR online database accessible via the university library. Restrict your work to material from JSTOR. Sources will be verified with working link to articles in JSTOR.
- 8) Refer to the grading rubric. Your grade is comprised of the rubric, instructions, guidelines, and policy memo recommendation.
- 9) Make sure each page is numbered after the title page (which is not numbered).

Submit the essay according to the following manual of style: ***APSA Style Manual for Political Science***. In matters of editorial style, APSA follows the latest edition of the Chicago Manual of Style (CMS). This guide focuses on citations. For writing format, check the manual for details. Basically, APSA uses author-date citation in text and reference list at the end of the paper. You will submit your essay according these instructions.

***First page*** will be a separate title page with the following information:

- Working Title, e.g. The Alt-Right attack on Civil Liberties
- Student Name
- Course and Section Number, e.g. American Politics 2305.M01
- Professor Name
- Date

***Second and Third page*** (1000 words is 2 pages) will consist of the essay itself with no title or anything else on it except your policy memo and page numbers.

***Last page*** will be your Bibliography with sources. Make sure everything is aligned and spaced according to the style manual.

Submissions need to be using the following format:

- Font size 12
- Times New Roman
- 1” margins
- Double-spaced paragraphs
- Microsoft Word