

## **Term Paper Guidelines**

### Topic and Prospectus

Provide a 1-2 page (double-spaced) statement of your chosen research topic, plus a list of sources you have consulted so far. I want to see that you have made an initial foray into the topic and determined that it is viable as a term project. This means establishing that the question is of interest—to you, and to readers like me—and that there are sufficient research materials available (books, articles, documents, etc.) for you to examine the question at greater length and to explore possible answers. This may also mean that you will want to read, ahead of schedule, some of the assigned items on the syllabus. The prospectus is due on Monday, 20 April.

Research topics should not be too broad or too abstract and theoretical. Your topic may engage a topic in international organization at a conceptual or theoretical level, but your research should probably concentrate on a particular IO or an issue area in world affairs in which IOs play (or should play) an important role. The empirical focus of your paper may include a historical examination, but the topic and your analysis should be relevant to contemporary world affairs.

Sometime toward the middle of the term, I will hold a brief instructional session with students working on term papers. We will cover sources, citations, the “anatomy” of a term paper, and other matters that may be of help.

*Undergraduates:* If you intend to write a term paper instead of taking the final exam, you must submit this term paper prospectus by the due date. You will be permitted to change your mind and take the final exam if the paper project is not going as well as you would like. If you do not submit a prospectus, however, you are committing to the final exam; you will not be permitted to change your mind and write a term paper. *Graduates:* The final exam is not an option; you must submit a term paper prospectus.

## Paper Formatting

Term papers should be double-spaced with one-inch margins, a 12-point font size, and numbered pages. The length for undergraduate papers is 15-20 pages (4,500-6,000 words); for graduate papers, 25-30 pages (7,500-9,000 words).

**Titles.** Title, subtitles, and text subheadings should be chosen for succinctness and interest. Primary and secondary text headings should be centered with double line spacing above and below. Primary headings should be typed in capitals; secondary headings should have initial capital letters.

**Quotations.** Quotations must correspond exactly with the original in wording, spelling, and punctuation. Short quotations within the text should be noted by quotation marks; longer quotations or extracts should be indented from the left margin and require no quotation marks. Changes and additions to quotations should be identified by bracketing; ellipses (...) should be used to identify omissions; emphasis added should also be indicated.

**Citations.** Use in-text citations. Footnotes should be used to elaborate on points that need not be taken up in the main text (All citations should be specified in the text in the following manner:

- (a) If the author is named in the text, cite by year of publication:  
... Hedley Bull (1979) has suggested...
- (b) If the author is not named in the text, cite by last name, comma, and year of publication:  
... as was demonstrated in one early study (Bull 1979).
- (c) If necessary, pagination should follow the year of publication:  
... or what he has called the “Grotian tradition” (Bull 1979: 26-27).
- (d) Dual authors should be joined by “and”; multiple authors should be listed in full on first citation and indicated by “et al.” thereafter:  
... has been studied by Barnett and Finnemore (2004), among others.  
... while others take a more positive view (Weiss et al. 2007)
- (e) Series of references should be enclosed chronologically within parentheses and separated by semicolons:  
... take up such matters (Bull 1979; Barnett and Finnemore 2004; Weiss et al. 2007).
- (f) If an author has multiple references for any single publication year, indicate specific works by use of lower case letters:  
... in previous studies (Bull 1979b; Barnett and Finnemore 2004a).

- (g) Citations for information found on the World Wide Web should include author or institutional author, year, and page number if appropriate. If the web source does not use pagination, identify internal divisions such as section or chapter headings to assist the reader in finding the original information:

... a 12.6 percent female literacy rate (CIA 2009: Afghanistan/People).

**References.** The reference section should be double-spaced and begin on a new page following the text. Works should be listed alphabetically by author, or by institution or title of any material not attributed to a specific author or authors. References should conform to the following format:

- (a) Books: author(s), year, title, place of publication, publisher:

Bull, Hedley (1979). *The Anarchical Society: A Study of Order in World Politics*. London: Macmillan.

- (b) Journal articles: author(s), year, and title of article, journal name, volume number, issue number, and inclusive pages:

Glennon, Michael J. (2003). "Why the Security Council Failed." *Foreign Affairs* 82(3): 16-35.

- (c) Works in edited volumes: author(s), year, essay title, volume title, volume editor(s), inclusive pages, place of publication, and publisher:

Annan, Kofi A. (1998). "Peacekeeping, Military Intervention, and National Sovereignty in Internal Armed Conflict." In *Hard Choices: Moral Dilemmas in Humanitarian Interventions*, edited by Jonathan Moore. Lanham, Md.: Rowman and Littlefield.

- (d) Newspaper and magazine articles: author(s), year of publication, magazine or newspaper, day or month of publication:

Simons, Marlise (2009). "Darfurian Rebel Commander to Face War Crimes Charges." *New York Times*, May 18.

- (e) Government and international organization documents: institutional author(s), year, title, session (if applicable), document number (if applicable), date (if applicable):

United Nations Security Council (2008). Resolution 1853. 6050<sup>th</sup> meeting, UN Doc. S/Res/1853, December 19.

- (f) World Wide Web sources: author(s) or institutional author(s), date of publication or last revision, title of document, title of complete work (if applicable), the web address in angle brackets, and date of access:

United State Central Intelligence Agency (2009). Afghanistan/People. *The World Factbook*. <<https://www.cia.gov/library/publications/the-world-factbook/>>, accessed May 18, 2009.