

# TUIU STYLE: THE ELEMENTS OF A WELL WRITTEN PAPER

**Follow these guidelines when  
preparing your case and SLP  
assignments for submission**

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# GOAL

- An effective writing style is an essential part of university education
  - Prepare papers that are professional, coherent and have a smooth, logical flow
  - Follow guidelines for grammar, spelling, punctuation and capitalization
  - Proof-read your papers carefully.  
Example – The “spell checker” in MS Word will not catch a word that is spelled correctly but that is the wrong word choice due to a typo, e.g. “form” when you meant “from”
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# Basic Elements

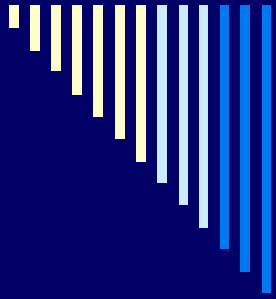
**□ Unless otherwise instructed each paper submitted should have the following:**

1. Cover Page
  2. Introduction
  3. Body
  4. Conclusion
  5. Reference Page
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# 1. Cover Page

- The following elements should be included in the cover page of every paper submitted:
    - University name
    - Student Name
    - Assignment
    - Name and Number of the Course
    - Professor Name
    - Date
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# Cover Page Example

TUI UNIVERSITY

Student's Name

Module 1 Case Assignment

Course Number: Course Name

Professor's Name

Date



## 2. Introduction

- ☐ **The introduction should include:**
    - **The problem/issue**
    - **The solution/response**
    - **How you will prove it**
  - ☐ **First, clearly state each problem or issue being discussed**
  - ☐ **Second, state the solution to the problem or your response to the issue**
  - ☐ **Third, state how you will prove or demonstrate that your solution or response is correct**
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## 3. Body

- ☐ Discuss the solution to the problem or your response to the issue
  - ☐ Use headings to help your reader follow the main topics in your discussion and to better organize those sub-sections
  - ☐ Explain why your solution/response is correct
  - ☐ Discuss one point at a time and explain each point clearly
  - ☐ Discuss ONE point per paragraph
  - ☐ Each paragraph will have:
    - The point or focus of that paragraph in the first sentence
    - Additional sentences in which you explain and elaborate your point.
    - Conclusion / transition to next point & paragraph
  - ☐ Support your points by citing the required readings for the module and any other material you have researched (see next page for how to cite sources)
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# Citations

- Credit to the sources of information is acknowledged through the use of citations and references:
    - *Citations* appear within the paper itself wherever you draw upon another person's ideas or another source of information.
    - Citations are short and usually only include the author's name, date of publication, and for a quotation, the page number where you found the quote.
    - Each citation should correspond to a specific *Reference* that you place either on a separate reference page at the end of the paper, and/or in a footnote at the bottom of the page where that citation appears.
    - The reference should include the information needed so that the reader can find that source himself or herself.
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# Citations

- Scholarly work builds on previous knowledge and recognizes the contributions that others have made to knowledge. There are at least three reasons why it is imperative to acknowledge sources of information:
    - To avoid plagiarism
    - To help your reader understand the foundational information that you used to support your points
    - To give credit to the work of others and sources of knowledge.
  - Citations most often occur in the Body of the paper.
  - Always cite the source when you take a quote.  
**NEVER REPRESENT THE WORK OF ANOTHER AS YOUR OWN.**
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# Citations

**Four Simple Steps to help you know when to cite a source:**

- 1. Use your own words in referring to the ideas or concepts of others.**
  - 2. When you do use the idea of another, it is a common courtesy to give credit to (i.e. cite) the author/source. For example, you may state: "Another point of view, as espoused by Sam Smith, is that . . . "**
  - 3. Any phrase or quote up to two sentences that you take from another should be placed in quote marks and properly cited and referenced.**
  - 4. Any phrase or quote of more than two sentences that you take from another should be separated from the text of your report by single spacing and by indenting from both right and left margin. This is called "an offset quote." Properly cite and reference the source.**
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# Citation Examples

- You can cite at the beginning or end of a sentence:
  - According to Jones (2007), a reason for poor student performance is large classroom size.
  - Student performance decreases as classroom size increases (Jones, 2007).
- When multiple sources support your point, cite them together at the end of the sentence:
  - Educators agree that large classroom size decreases student performance (Adams, 2005; Jones, 2007; Smith, 2008).
- When a source is written by more than one person, give their last names in the citation at the end of the sentence, like this: (Smith, Adams, & Jones, 2006).
- When there is no author and/or no date (e.g. web page):
  - Student performance decreases as classroom size increases (anonymous, n.d.).



# Academic Dishonesty/ Plagiarism

- ❑ NEVER REPRESENT THE WORK OF ANOTHER AS YOUR OWN.
  - ❑ Similar to any other academic institution, TUI takes plagiarism very seriously
  - ❑ Carefully read the university policy against plagiarism (go to p. 30 in the student handbook available at  
[http://www.tuiu.edu/catalog/pdf/Student-Handbook-\(2008-2009\).pdf](http://www.tuiu.edu/catalog/pdf/Student-Handbook-(2008-2009).pdf))
  - ❑ If/when in doubt contact your professors for assistance
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## 4. Conclusion

- ☐ A good conclusion to a paper is a simple matter
  - ☐ Provide a brief summary of what was discussed
  - ☐ Reiterate important points
  - ☐ DO NOT discuss or raise new issues in the conclusion
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## 5. References

- ☐ The reference section is an alphabetical list of resources used and is found at the end of the paper.
  - ☐ Each source that you cite in your paper should have a reference for it on your references page at the end of your paper.
  - ☐ Begin on a separate page with the word References centered at the top of the page.
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## 5. References

- Reference section formats for different types of sources:
    - Article on a web page with no date:
      - Dvoretzky, D. P. (n.d.). *History: Pavlov Institute of Physiology of the Russian Academy of Sciences*. Retrieved January 27, 2007, from [http://www.infran.ru/history\\_eng.htm](http://www.infran.ru/history_eng.htm)
    - Newspaper article:
      - Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *The New York Times*. Retrieved from <http://www.nytimes.com>
    - Journal Article:
      - Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology*, 2(2), 38–48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap/article/view/71/100>
    - Book:
      - Author name (Year of publication). *Title of work: Subtitle*. Location: Publisher. Example: Fitzgerald, S. P. (2002). *Decision Making*. London: Capstone Publishing, Ltd.
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# Reference List Example

## References

Allen, G. (1998). *Motivating. Supervision*. Retrieved June 1, 2009 at:  
<http://www.businessballs.com/mcgregorxytheorydiagram.pdf>

Chapman, A. (n.d.). *Adams' Equity Theory*. Retrieved June 1, 2009 at:  
<http://www.businessballs.com/adamsequitytheory.htm>

Chapman, A. (n.d.). *Herzberg's Motivation Theory*. Retrieved June 1, 2009  
at:<http://www.businessballs.com/herzberg.htm>

Dreyfack, R. (2004, May). Personalizing productivity. *Supervision*, vol. 65, issue 5, pp. 20-22. Retrieved June 1, 2009 from:  
<http://proquest.umi.com/pqdweb?index=0&did=628502321&SrchMode=1&sid=1&Fmt=4&VInst=PROD&VType=PQD&RQT=309&VName=PQD&TS=1236299389&clientId=29440>

Wertheim, E. G. (n.d.) *Historical Background of O.B.* Retrieved June 1, 2009 at:  
<http://web.cba.neu.edu/~ewertheim/introd/history.htm>





# Helpful Formatting Tips

- Use the following to highlight important points in your paper:
    - *Italics*
    - **Bold**
    - **Color**
    - Underline
    - Tables/graphs (where appropriate)
  - Avoid overuse of the above.
  - Overall Appearance of Your Paper:
    - One inch margins at Top, Bottom, Left and Right of paper
    - Double spaced
    - Times New Roman, 12 Point Font
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# Appendices

- ☐ Add an appendix after the reference page when you have supplemental material (e.g. chart) that you refer to in your paper
  - ☐ Appendices are optional and depend upon the nature of the assignment
  - ☐ Appendices (if any) should be placed at the end of the paper and identified with capital letters (Appendix A).
  - ☐ The Title of the appendix should be placed immediately below the letter. Appendix letter and title should be centered on the page.
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# Additional Examples

- You may find additional examples of proper citations at the following Link:  
<http://owl.english.purdue.edu/owl/>
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