

Formatting Notes for Research Papers

Please follow these guidelines for research papers submitted in my class. Failure to follow these guidelines may result in a paper being returned without a grade.

- Title your work.
- Include your name, my name (Professor Moskos), and the class number.
- There is no need for a separate cover sheet.
- Use a normal font in normal size (Times New Roman 12 is preferred).
- Use a single column.
- Use black ink.
- Double space your paper (see exception for long quotes below). Reading responses may be 1.5 spacing.
- Margins should be 1.25 inches.
- Left justify your text for even character spacing.
- Use page numbers from the second page on.
- Staple your paper.
- Quotes longer than 3 lines of text (in your paper) should be preceded by a colon, single spaced, indented, be of a smaller font size, and should not be in quotation marks (see example below).
- References in the text should include the author's last name and the year of publication (see examples below).
- A complete citation for all references should be included at the end of the paper. Use any standard academic form for your citations.
- A list of references should be alphabetized by author's last name and should include, as appropriate: the author's name, the publication year, the article's name and/or the title of the book or journal, relevant pages numbers, and the place and name of the publisher (for a book) or the volume and date (for a journal).

Quotes and Citations

Follow APA or ASA citations. Personally, I prefer ASA, which is listed below. Guides to both styles can be found through library's website and also on the links page of petermoskos.com. Also see the Prof. Schulz's useful guide, Social Science Writing Style (on the links page of petermoskos.com. In the text, your references should be cited by listed the last name of the author and the year of publication (in parentheses).

Example #1 (Citation without a quote):

On the other hand, at least one former police officer advocates increased use of foot patrol to prevent quality-of-life crimes (Moskos 2003).

Example #2 (A short quotation):

Moskos (2003) observes, "The difference between a group of people quietly hanging out and the same group of people being disorderly or even threatening is too subtle for a police officer to determine if isolated in a squad car."

Example #3 (A long quotation):

One police officer describes his experiences with foot patrol:

The difference between a group of people quietly hanging out and the same group of people being disorderly or even threatening is too subtle for a police officer to determine if isolated in a squad car.... When I walked the beat, often at 4 a.m. in Baltimore's worst neighborhood, I learned more about the area in one hour than I did in seven hours in a car. Drug dealers were shocked when their lookouts called me out, "five-oh, on foot." And it was nice to hear the joy in one woman's voice as she left her house before dawn to go to work, "God bless you two, like angels in blue. Thanks for all your work! It's so good to see you out here." In cars, you see mostly scowls. (Moskos 2003)

Along as serving as better method of crime prevention, foot patrol helps improve police-community relations.

At the end of your research paper list the complete citation for all references:

Manning, Peter K. 1977. *Police Work: the Social Organization of Policing*. Cambridge: The Massachusetts Institute of Technology.

Kelling, George L. 1985. "Order Maintenance, the Quality of Urban Life, and Police: A Line of Argument." In Geller, William A. (ed.), *Police Leadership in America*. New York: Praeger Publishers.

Moskos, Peter C. "Feet on the Street." *New York Post* Op-ed. June 23, 2003.

Interviews

If you gather your own data for your paper—such as surveys or interviews, your paper should have a section called “methods.” This sections could be anywhere from a paragraph to a page long. In the “methods” section, explain (briefly) any and all of these that are relevant. They needn’t be in this order:

- 1) How you contacted the subjects (the people interviewed). How do you know them (are they friends, co-workers, or strangers)
- 2) Where the interview took place.
- 3) How you kept notes. When did you write things down?
- 4) How long the interview lasted.
- 5) What it a free-form conversation or did you ask specific questions? If specific questions, perhaps attach the questions as an appendix (the fancy for term for the list of questions is an “interview schedule”).
- 6) Mention that names have been changed and that the subjects were verbally guaranteed confidentiality, assuming you did the later (and you should have).

As to how you work the interviews into the paper? You have a few options. See above for some examples. But note that you do not have to have the year of publication, since, of course, you are not taking the quotes for published works.

How you work the interviews into your paper is partly a matter of your style as a researcher and as a writer. Remember that interview subjects may be both quoted and paraphrased. You may summarize their points for them if it works better. But direct quotes often make better reading. But don’t make the quotes too long. Use ellipsis (“...”) when necessary. Do whatever will make your point strongest and be best for your reader. Remember your reader.

Don’t just use quotes to support your position. Be fair and honest. It is always good to show your final product to those you interviewed, especially if you said you would. Often interview subjects can help clarify matters when they read what you’ve written.