

GRADUATE PAPER FORMAT

PAPER FORMAT

The format of term papers and the file paper with regard to content is based upon the style used in the ACM publication *Communications of the ACM* and guidelines for presentation and typing are specified by the department. Students are strongly encouraged to develop a familiarity with the editorial style and format of *Communications* prior to **manuscript preparation**.

The paper consists of four parts:

1. Title Page - a standardized page for specifying the title and author of the paper. A signature page is required for the file paper. (See attached example).
2. Abstract - a brief, concise summary of the paper as described in the suggested outline. It must be printed on a page by itself.
3. The text of the paper.
4. References

FORMAT OF REFERENCES, CITATIONS, TABLES, ETC.

1. References

A list of all publications (articles, texts, monographs, etc.) must be supplied as the last section of the paper. Each article or paper used must be listed alphabetically by last name of the author and the list must be numbered sequentially. The following are examples of the format for various types of entries in the list.

Journal:

Parker, R., Lotus copyright protection is turning into a feeding frenzy, *Infoworld*, 12, 28 (Jul. 1990), 42-49.

Book:

Hoffman, W. and Moore, J., Eds. *Ethics and the Management of Computer Technology*, Oelgeschlager, Gunn and Hain, Cambridge, Mass., 1982.

Proceedings:

Rumbaugh, J., Controlling propagation of operations using attributes on Relations. *Proceedings of OOPSLA 86* (Sept. 1986., Portland, OR), 405-416.

Articles Which Have Established Citation Pages at ACM (Electronically published articles):

Smith, J., An algorithm for the traveling milkman problem, *Journal of the ACM* 54 (June 1997), 234-245. (<http://www.acm.org/jacm/1997/SmithAlgorithm/>)

2. Citations

Whenever material from a publication is used in the paper it must be followed by a citation which is simply the number of the reference in the list of references enclosed in square brackets (for example, a

reference to the third article listed in the list of references would contain the citation [3].) Multiple citation numbers can be incorporated within one citation when required (for example, references to the fourth, eighth, and eleventh entries in the reference list would appear as [4, 8, 11]).

3. Tables

Tables of data must appear *after* the first reference to them. They may appear on a separate page, but the page must follow the page on which the first reference is made. A reference may be incorporated into the text as part of a sentence, for example, “Table 1 contains...” or may appear as a parenthetical phrase, for example, “(See Table 1.)”. Tables must be numbered consecutively and have a title which appears centered above the table as shown in the example. Any table not original with the author must have a citation that references the source document. Do not refer to the physical location of the table, e.g., “The table below ...”

Table 1. Models that can be applied on defect reporting tools [5].

Model	Buggit	Bugzilla	Roundup	Mantis	Bugtrack	IMS	BugsOnline
Capture-Recapture 1		√		√			
Capture-Recapture 2	√	√			√		√
SRGM	√	√		√	√	√	√

4. Figures

Figures and illustrations must appear *after* the first reference to them. They may appear on a separate page, but the page must follow the page on which the first reference is made. Several figures may appear on the same separate page, but they must follow the first reference made to them in the text. A reference to a figure may be incorporated into the text as part of a sentence, for example, “Figure 1 shows...” or may appear as a parenthetical phrase, for example, “(See Figure 1.)”. Figures must be numbered consecutively and have a title which appears centered below the figure as shown in the example. Any figure or illustration not original with the author must have a citation that references the source document. Do not refer to the physical location of the figure, e.g., “The figure below ...”

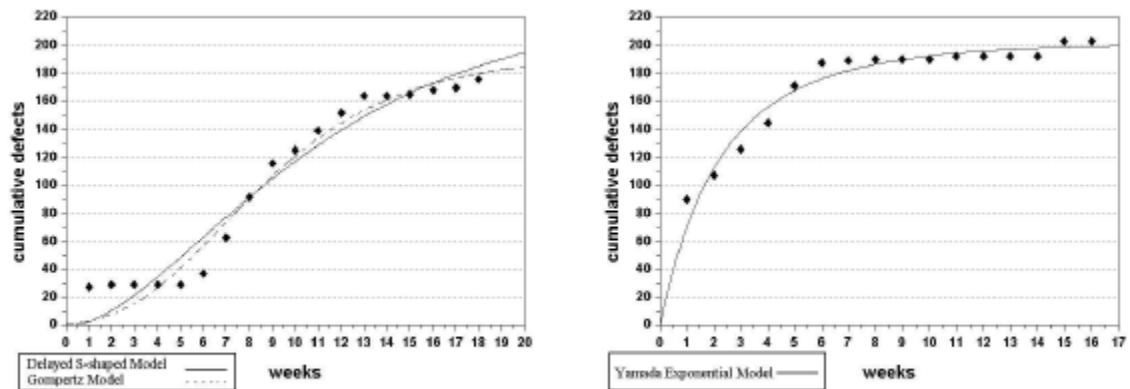


Figure 1. SRGM models not rejected in a) Release 1 and b) Release 2[1].

TEXT OF THE PAPER - STRUCTURE

1. The title page must be the first page of the paper.
2. The abstract must be typed on a page by itself and it must appear immediately following the title page and immediately preceding the first page of the text of the paper. It will not have a page number.
3. The paper should be developed in sections with appropriate headings for each section. Because the paper is relatively short, section numbers are optional. Section headings should be left justified and typed in boldface upper and lower case letters on lines by themselves. Subsections should follow a similar format, but should be indented to show subordination of the text to the more inclusive topic of the section in which it appears. For example, discussion of AVL trees and the operations used to rebalance the trees would appear as:

AVL Trees

...

Single Left Rotation

...

Single Right Rotation

...

5. All pages of the paper (except the abstract) must be numbered. The number for page one is centered in the bottom margin, one double spaced line below the last line of text. All subsequent pages are numbered in the top margin, one double spaced line above the first line of text and flush with the right margin.

SUGGESTED OUTLINE

The paper is to be written based on the instructions of the course instructor (term paper) or the research supervisor (file paper). A suggestion outline is given below.

Abstract

Give a brief summary of the intent of the paper and a description of the major concepts, approaches, algorithms, and/or significance of the paper. The abstract is limited to one paragraph of at most ten sentences.

Introduction, Motivation and Purpose

This section introduces the topic and the purpose of the paper. It must address:

- Why is the topic important?
- What is the past and future for this topic? (Why did you choose this topic?)
- What is the purpose of the research in this topic area? There must be a specific, well-reasoned goal for the paper which must be clearly and concisely stated in this section.
- A brief introduction of the type of paper (survey, comparative study, analysis, algorithms developed, etc.) should be described.

Overview of Previous Work

Perform a literature search to collect everything written on the topic. Concentrate on the most current research, but do not ignore foundational or seminal papers in the area. Summarize the significant material that pertains primarily to your topic. Keep in mind that the references to research should be kept narrowly focused and directed to the primary goal of your paper.

Presentation and Discussion

This section is the most significant part of the paper. It presents the details of the approach, methodology, algorithm, analysis, comparative study, result, etc.

Conclusion

Summarize and evaluate the paper in this section. Specifically, draw substantive conclusions from the paper. Evaluate the results and comment on the positive points revealed in the study and identify and comment on any negative results. Identify possibilities for future studies or research which you may have discovered.

References

Papers must come from refereed journals or computer magazines and must follow the format specified. The number of references required is to be determined by the course instructor or the research supervisor.

TEXT OF THE PAPER - PRESENTATION FORMAT

1. The paper must be prepared using a word processor. WordPerfect and Microsoft Word provide all the features producing all the required typographical features of the paper.
2. Margins - All margins must be one inch.
3. The text must be double-spaced.
4. The text must be typed in 12 point font. The text must be typed in one of the following styles:
 - Times New Roman - This is an example of Times New Roman
 - Arial - This is an example of Arial
 - CG Times - This is an example of CG Times
 - Univers - This is an example of Univers
5. Right margins of the text may be uneven or may be flush. If flush right margins are used, proportional spacing must be used to assure that the appearance of the text is regular (horizontal adjustment of characters and/or inserted spaces for the purpose of achieving a flush right margin should not be obvious).
6. Figures and illustrations should be incorporated into the text electronically (scan images and graphics into an electronically readable form and import them into the paper). If any figures must be developed in original form, use a professional graphics artist or draftsman or utilize a computer graphics package.

Title

A Term Paper

Presented to

CMPS XXXX: Course Title

Department of Computer Science

Midwestern State University

Term Paper Title Page

In Partial Fulfillment

Of the Requirements of the Degree

Master of Science

By

Your Legal Name

Semester Year

Title

by

Name

APPROVED:

File Paper Signature Page

Chair, Graduate Advisory Committee

Member

Member

Program Chair

Date of Approval

Title

A File Paper

Presented to

Department of Computer Science

Midwestern State University

Term Paper Title Page

In Partial Fulfillment

Of the Requirements of the Degree

Master of Science

By

Your Legal Name

Month Year

MINIMUM REQUIREMENTS FOR FILE OR TERM RESEARCH PAPER FOR MASTER'S
DEGREE

1. A neatly typed original with a title page.
2. Correct Grammar: Sentence structure, usage, punctuation, capitalization, spelling, etc.
3. Proper Acknowledgement of sources.

A. What does NOT Require Documentation

You do not need to cite what is your own material or belongs to the public domain – in thought, interpretation or style.

1. The Writer's Own Material

You do not need to document your own independent thoughts and experiences. Examples: A conclusion you drew from watching software engineers at a code inspection; tables and diagrams that you constructed from information you gathered. (If the information in the table comes from somebody else, you must credit the source.)

2. Public Domain

You do not need to document common knowledge.

- a. Information known by most people. (The Apple Macintosh was released in 1984.)
- b. Common proverbs and expressions. ("Garbage in is garbage out.")
- c. Information used or assumed by most sources on your subject. (The standard definition of operating systems.)
- d. General conclusions that anybody could reach. (Source code should be well documented.)

NOTE: If you are not sure what constitutes common knowledge, check with the supervisor of your research.

B. What does Require Documentation

You must credit the source of all material that may be considered as belonging to somebody else either in substance or style. You must credit the source of material EVEN IF you paraphrase it and put in your own words.