Term Paper Checklist

- Papers should be double spaced.
- 7 Pages (not including Reference list)
- Use Calibri Font, 12pt, black color for all text.
- Do not use any header or footer information.
- Include your name and the class number (MIS 552), title, and the date at the top of the first page (Single Spaced). Example:
  
  David Reavis
  MIS552
  Information Systems Management Mobile Devices in E-Commerce
  April 16, 2010

- Place your references at the end of your paper on a separate page titled References.

References

- References may include Journals, magazines, newspapers, books, and credible Websites.
- Do not use any information in your response from the following:
  - Wikipedia, Webopedia, or any Website that includes “pedia” as part of the domain name.
  - Dictionary.com
  - Websites that present themselves as reference sites, but do not include an author for the materials presented.
- Make sure your references are dated 2007 or later and limit your use of n.d. to no more than 2 (of the 10) references in your paper.

In-Text Citations

- Cite references to sources “in-Text” using (author, date) format.
  
  Example –

  The Cranfield studies that were conducted in the 1950s and 1960s were the foundational studies for the discipline of information retrieval. In these studies C.W. Cleverdon employed an approach to testing retrieval systems that has been proven accurate in subsequent studies and provided a broad theoretical framework for the study of information retrieval systems (Ellis, 1998).

Reference List

- Sort References Alphabetically by author
- Single space each entry, with one blank line between references.
- Use a hanging indentation

Reference List


Paper Grade Values

<table>
<thead>
<tr>
<th>Element</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content / Depth of discussion</td>
<td>70</td>
</tr>
<tr>
<td>Grammar</td>
<td>15</td>
</tr>
<tr>
<td>APA Format</td>
<td>10</td>
</tr>
<tr>
<td>Paper Layout – Format</td>
<td>05</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>
Extra Tools

https://www.scanmydocument.com/

Online proof reading software
700 grammar rules
Developed by Dr. Charles McDonald
Coupon scanfree

APA Reference sites:
http://www.dianahacker.com/resdoc/p04_c09_s1.html
http://citationmachine.net/index2.php?start=&&query=link=24

Evaluating Sources
http://www.dianahacker.com/resdoc/tips.html