

## VII. Write the Paper

### 1. Organization of Information

Organization of your information is now paramount, after you have gathered it. You may look at the problem as if you were organizing a file cabinet, your wallet, or the books in a library. In all these cases, similar items are grouped together for easier access. In writing your research paper, you may group your information under similar concepts. For example, if you are using the web to gather information, you may bookmark your favorites under a concept. One of the best ways to organize information is to create an outline using your key concepts as aids in organization. In an outline information is arranged by hierarchy and sequence. This is done by identifying Main Concepts, Subconcepts, particular information under subconcepts, Conclusion and Bibliography. An outline would also contain forword, preface and table of contents. An outline may look like this:

#### I. Main Concept

##### A. Sub-Concept

1. Particular
2. Particular
3. Particular

##### B. Sub-Concept

1. Particular
2. Particular
3. Particular

##### C. Sub-Concept

1. Particular
2. Particular

For example, the book titled Exploring Public Sector Strategy ed. by Gerry Johnson and Kevan Scholes has the following outline:

Chapter I- The implications of 'publicness' for strategic management theory

- 1.1 Introduction
- 1.2 The private sector model
- 1.3 How public sector management differs
- 1.4 Implications for 'content' theories of strategic management
- 1.5 Implications for 'process' theories
- 1.6 Conclusion

## Chapter II- The processes of strategy development in the public sector

- 2.1 Introduction
- 2.2 A framework for the strategic development process
- 2.3 Strategy a managerial intent
- 2.4 Strategy as the outcome of organizational processes
- 2.5 Imposed strategy: The enforced choice dimension
- 2.6 The strategy development questionnaire
- 2.7 Analysis and results
- 2.8 Conclusions and implications

## Chapter III Global influences on the public sector

- 3.1 Introduction
- 3.2 PEST analysis
- 3.3 Scenarios
- 3.4 Five forces analysis in healthcare
- 3.5 Strategic group analysis in MBA education in the Netherlands
- 3.6 Summary

## Chapter IV Trust and distrust in regulation and enforcement

- 4.1 Introduction
- 4.2 Defining regulations
- 4.3 The regulatory cycle
- 4.4 Trust or distrust?
- 4.5 Conclusions

## Conclusion

## Bibliography

In this example, the title is Exploring Public Sector Strategy. The author organized the information into four Main Concepts. They are - The implications of 'publicness' for strategic management theory, The processes of strategy development in the public sector, Global influences on the public sector and Trust and distrust in regulation and enforcement. The information relevant to the main Concepts are sub-Concepts and they are listed under the main concepts in the decimal-numbered headings.

## 2. Citing Sources and Ethical Issues-

In your paper you will often use concepts, assertions, ideas and evidence from various authors and sources. That is, you will use quotes from other researchers. When you incorporate someone else's ideas or

material in your paper, you are obligated to give credit to the original author. You can give this credit by citing the sources in your paper. These citations must be complete and they include books, journal or newspaper articles, Internet sources, etc. Failure to give credit to the original author of information that you quote is unethical and it called “ plagiarism “.

There are a variety of formats available for use in citing your sources. They come under these headings:

Science- CBE (Council of Biology Editors)

Social Sciences- APA ( American Psychological Association)

Humanities- MLA (Modern Language Association)

History- Chicago (University of Chicago Press)

Hints

You should pick a style that fits your research concept and use it consistently.

Make sure that you provide a complete citation so that persons reading your research can locate the information you are citing.

### **Examples of citations in endnotes**

#### **Books-**

The bibliographic citation for a book in the **American Psychological Association (APA) Style** is as follows:

Savoy, N. (2002). *Public administration as a career in early twentieth-century Germany*. Boston: Newnes.

( Notice that the title of the book is in Italics)

The bibliographic citation for a book in the **Modern language Association (MLA) style** Is as follows:

Hootton, C.E. International Perspectives on Telecommuting. Boston: Newnes, 2002.

( Notice that the author's name is given in full and the publication date of the book is entered at the end of the citation. There are two spaces after each period)

## **Journals**

MLA style

Barthelme, Frederick. "Architecture." *Kansas Quarterly* 13.3-4 (1981): 77-80

( Notice that the title of the article is in quotation marks, both the volume and the issue number and the month or season and year of the publication is given. The month or the season and the year of publication are in parenthesis)

APA style

Wegener, D. T., & Petty, R. E. (1994). Mood management across affective states: The hedonic contingency hypothesis. *Journal of Personality & Social Psychology*, 66, 1034-1048.

Notice that the title is italicized.

## **Electronic resources-**

APA style

Burka, L.P. (1993). A hypertext history of multi-user dimensions. MUD history. <http://www.utopia.com/talent/lpb/muddex/essay>. (2 Aug. 1996).

MLA style

Burka, Lauren P. "A Hypertext History of Multi-User Dimensions." MUD History. 1993. <http://www.Burka>, Lauren P. "A

Hypertext History of Multi-User Dimensions." *MUD History*. .  
<http://www.utopia.com/talent/lpb/muddex/essay>. (2 Aug. 1996).