

Universidad de Los Andes  
Facultad de Humanidades y Educación  
Escuela de Idiomas Modernos

## GUIDELINES FOR DOING YOUR RESEARCH AND WRITING YOUR PAPERS

1. Choose a *topic* that you *really like and can handle*.
2. Look for *bibliographical and web-based references* which deal with the topic. Consult *English* language *sources* and references *only*. You *MUST GIVE ME A PHOTOCOPY OF THE ARTICLES YOU CONSULTED TO WRITE YOUR PAPER*.
3. Read the documents that deal with your topic, as follows:
  - a) *Read* the articles a first time in order *to become acquainted with their contents*.
  - b) *Read* the articles a second time and *underline the words and expressions* whose meanings and/or pronunciation *you don't know or aren't sure of*.
  - c) *Look up the meanings* of those words *in a good monolingual English dictionary and their pronunciation in a pronunciation dictionary*.
  - d) *Read* the articles a third time and try *to understand their contents*.
4. *Write* the paper *in your own words: Don't just copy and paste!* Remember: I'm interested in knowing how good your English is (grammar and vocabulary) and if you write coherently, not in your ability to copy and paste. *Note*: This activity will be done in *extra class sessions under the supervision of the Language Assistant or the Teacher's Assistant (Preparador)*.
5. You must turn
6. *Your paper (or essay) must have*:
  - a) A *cover sheet* with your name, the title of your paper and the date when you will submit it.
  - b) An *introduction* (Subtitle).
  - c) *Body* containing a coherent development of your ideas.
  - d) A *conclusion* (Subtitle)
  - e) *References*. *Note*: You must *cite only the references* that you actually *used* to write your paper.

7. If you quote somebody's work, you *must give credit to the author(s)* or sources where you took the information from. ***DO NOT PLAGIARIZE!***
8. Your paper *must* meet the following *requirements*:
  - a) It *must* be *typewritten and double-spaced*.
  - b) ***Margins***: Top: 2.5 cm, Bottom: 2.5 cm; Left: 2.5 cm, Right: 2.5 cm.
  - c) ***Fonts***: 12 points.
  - d) ***All pages*** (except the cover sheet) must be *numbered* at the bottom,
  - e) It *must* be ***five (05) pages long***, excluding cover sheet, introduction, conclusions and references. *Note*: Your *references must be written following* the guidelines of the ***Publication Manual of the American Psychological Association (APA)***.
9. ***A week after*** you turn in your paper, you *must* come to my office for an *interview* with me about the contents of your paper.
10. ***THE PAPERS MUST BE TURNED IN EXACTLY ON THE DATE AND TIME SET BY ME. ON NO ACCOUNT WILL EXTENSIONS BE GRANTED. No excuses will be accepted*** (e.g., the diskette damaged, the printer didn't work, and so on). ***ADVICE: Back up your information*** on a CD, pen drive, zip drive, hard disk)