Revised, 8/22/19.

1. Title Page & Outline Page:
   - Provide a Title Page. On the title page identify the RP assignment as listed in the Syllabus; add your name. Do not add any other data (eg, email address).
   - Provide an ethics thesis as the specific title to shape the Research Project. The ethics thesis delineates each student’s particular approach to addressing the RP’s general question.
   - Provide an outline page with the sections and sub-sections on a separate page at the start of the essay. This page can be marked as page 0.

2. General Guidelines.
   - Use Microsoft word (not pdf).
   - Use double spacing: never shrink the spacing to meet page length requirements.
   - Do not justify the right margin.
   - Use End-notes only.
   - Page Length: insert page numbers; adhere strictly to the number required.
   - Avoid the personal pronoun (I, we, our, us, etc).
   - Avoid rhetorical questions (e.g., what can be done about this situation?).
   - Avoid extensive use of quotations in essays insofar as they can detract from the student’s critical analysis. The purpose of literature integration is to document your understanding of the literature – not to cherry pick citations.
   - Comply strictly with avoiding any form of plagiarism (see item #9 below).
   - Avoid long, meandering sentences. Write in short, crisp sentences.

3. Introduction & Conclusion.
   - In the Introduction, explain the thesis (WHAT will be discussed) and summarize the outline of sections (HOW the analysis proceeds).
   - In the Conclusion, succinctly explain WHY the thesis has been justified (typically by referring back to the main sections adopted).

   - There should be main sections and sub-sections. At the start of each section there should be a brief intro explaining the purpose of the sub-sections.
   - The argument (identified by the ethics thesis in the title) should unfold via the critical organization of the sections.
   - The outline should have parallelism between the main sections and sub-sections (1.a,b; 2.a,b; 3.a,b; etc).
   - Locate the section numbers at the left margin, not in the middle of the page.

5. Reference End Notes.
   - Do not use roman numerals (i, ii, iii): use regular numbering.
• Place note number after punctuation, such as a comma, semi-colon, period: construct the sentence to achieve this. Avoid placing a note after a word mid-sentence. Do not place the punctuation after the note number.
• Typically, there should be at least one reference note per analytical paragraph: do not submit text with analytical paragraphs having no support reference.
• Do not enter narrative or analysis in the note references: only provide the bibliographical data and the page(s).
• Do not use “ibid.” In electronic note systems, entering another note between the original note and the “ibid” note means that the “ibid” reference then pertains to the new note.
• The reference notes can be in excess of, but not less than, the amount required. Students are encouraged to provide many more than the minimum required – doing so can enhance the caliber of the analysis.
• It is permissible but not necessary to use reference notes in the Intro and the Conclusion sections.
• The reference notes typically should be from the assigned texts for the RP, but other literature sources may be used.
• References notes should indicate the pages discussed in the literature. Avoid multiple notes to the same location (eg, notes 1, 2, and 3 referring to Smith, book, 12, 13, 14). Ideally, notes should refer to multiple pages that are summarized and engaged in the narrative; eg, the literature integration is enhanced by reference notes to Smith, book, 5-15 rather than merely to Smith, book, 5.

• Cite the texts used alphabetically by author.

   A. Essay Outlines. There is no limit to the number of Essay Outlines that students may send. An excellent essay requires an excellent outline. Each student must have approval of the thesis title and the outline with a brief bibliography (see Syllabus). The Course Essay Outline should include:
   • Student’s name.
   • The Essay Option selected by the student (see the Syllabus).
   • The Ethics Thesis title.
   • The Essay Outline divided into parallel sections and subsections using numbers and letters (1.a,b, 2.a,b etc).
   
   B. The Ethics Thesis. The ethics thesis shapes the argument (What, How, Why: See, above). Typically, the ethics thesis shapes the title of the essay. For example: “assisted suicide”, or “consent and assisted suicide” constitute ethics topics – these are too broad; sample titles for these topics might be, “the ethical prohibition of assisted suicide,” or “the ethical requirements of consent for assisted suicide.”

   C. Integrating Research Projects with the Research Essay. The Research Essay should adopt the Course Readings and select additional literature related to the
selected topic. The Research Projects may be integrated into the Research Essay.

D. Essay Submission Deadline. Submissions by email (see the Syllabus).

8. General Assessment Standards. See the Syllabus for details.
   - Argument formation.
   - Literature Integration
   - Critical Organization and Analysis.

   When a text, e.g. 5 lines, is taken from a resource and used verbatim (with an accompanying reference), the result is plagiarism. Two general rules must be adopted to avoid plagiarism.
   First, any text from a resource that is three or more words should be in quotations with an accompanying reference. However, HCE faculty discourage an extensive use of quotations in essays insofar as they can detract from the student’s critical analysis.
   Second, to avoid extensive use of quotations and stimulate analytical interaction with textual resources, we recommend that when a text is adopted from a resource (e.g. 5 lines), flag the text in your essay with quotation marks and some form of colored highlight to remind you that you have adopted an exact quote. Then expand the 5 lines into a paragraph of your critical analysis (e.g. 10-15 lines) that integrates the points in the quote into your own argument, while avoiding use of exact words from the quote. Then remove the highlighted original quote but provide a reference to indicate the resource used.

   Please strictly comply with avoiding any form of plagiarism (the above being a common example) in your course essays. If the faculty member suspects plagiarism in your essay, the essay may be run through anti-plagiarism software, which detects various kinds of plagiarism. It is also recommendable to check your own text. Free downloadable software is available on the Internet; a good tool is SafeAssign via Blackboard.

   You should be aware that Duquesne University has an Academic Integrity Policy (for Graduates) that pays special attention to the issue of plagiarism (http://www.duq.edu/academics/university-catalogs/2016-2017-graduate/academic-policies/academic-integrity). If plagiarism is confirmed there will be academic sanctions, varying from lowered grade to dismissal from the program.