TITLE OF YOUR PAPER ALL IN CAPS

WHAT HOW IT BALANCES ON THE PAGE

Your Name

A Research Paper Submitted for  
CSC 385 Professional and Ethical Issues   
in   
Computer Science

Department of Computer Science  
and  
Program in Information Technology

University of North Carolina Wilmington

October 20, 2021

Abstract

Full Title of Paper. Author’s lastName, firstName, publication year. Research Paper, University of North Carolina Wilmington.

Abstract has no indentions and is single-spaced. Replace the information above with your information. This section gets completed *only* after you’ve written chapter 3 and have reached your conclusions. NOTHING should be highlighted or in bold. **Maximum number of words: 250**. To confirm the number of words in this section, highlight everything under abstract EXCEPT the word “Abstract” and the citation of your work in the first paragraph. Look at the status bar in word and it should tell you how many words are highlighted. Abstracts have two purposes: 1) “to help potential readers determine the relevance of your paper for their own research” and “to communicate your key findings to those who don’t have time to read the whole paper” (*Scribbr*). Think of an abstract in these steps: 1) identify the purpose of study (research problem), 2) that the basic design of study (literature review, actual research YOU conducted) was, 3) the findings of your research, 4), the summary of your interpretations, and 5) YOUR conclusions. All this is 250 words or less (“Organizing Your Social Sciences Research Paper”).

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Chapter 1: Introduction

This should consist of a brief summary of the problem you are proposing to investigate, what question/hypothesis you intend to address (your thesis statement), and how you envision doing the research. Your research thesis can be included after a Sub-heading and should essentially take a positional stand. Do not make your hypothesis into a question. There should be no rhetorical questions; turn them into statements. Despite seeing a plethora of first and second pronouns throughout this template, no first or second person pronouns are allowed EXCEPT for Chapter 3 (“First-, Second-, and Third-Person Pronouns”). Visit that site to find out what they are.

While this section is the first presented, it is best to write this after you have completed the literature research side of your paper. No research is summarized here. This is just “setting the stage” for your topic. Reminder, sentences should not end with a preposition. If you find your sentence ends with a preposition, you may be missing the object of the prepositional phrase. For example, when writing about a new platform, you may write that the user may not understand what the platform is capable of. The unspoken ending is: “the platform is capable of doing.”

Paragraphs in each chapter are automatically set for the correct margins and indenture. Use only one space between sentences. An easy way to check this is to do a find/replace when you have finished your paper and search for two spaces and replace with one. Continue this until find/replace finds no more instances of two spaces. All paragraphs, after the Table of Contents, are exactly double-spaced. There is NO additional spacing before or after each paragraph.

Numbers, with MLA formatting, are spelled out if the number can be written in one or two words. Examples include one and fifty trillion. Numbers that include fractions are written as fractions unless you are speaking about half of something. You would spell out half and NOT use ½. If you were using APA formatting, all numbers over nine (10 and higher) would be written numerically; anything below 10 would use the word.

Sub-heading One

Above is the format for the first level of sub-heading. This level is included in the Table of Contents (TOC). *Do not include other sub-headings in the TOC*. Make sure you correctly identify your sections with an appropriate sub-heading. Sub-heading One is included in the TOC, while sub-heading two is not. As with most TOC, only the first page is listed…not a range of pages.

Chapter 2: Review of Literature Review and Analysis

Here you review relevant literature that will enable you present a review of related work, describe the background analysis you performed, and to make a case for the significance of your research project. This is an interdisciplinary field. It is likely you will review more than one area of literature. Following this review, you should summarize the rationale for your research question or hypothesis drawn from all the area(s) of literature you have reviewed. Finally, you should clearly state your main research question or hypothesis.

Each chapter begins on its own page. In this chapter you will find an example of how a table might appear in your paper. Results from my research follow in Table 1. Note that the table number does not begin with the chapter number. A table is NOT required. Use it if it helps clarify what you are writing.

Tables and Figures

If you use “someone else’s” table or figure, crop it so that the format is consistent with what is required in this paper. Add title and citation as demonstrated with the following examples. See Table 1 for an example of what a table title and citation should look like. If you are using a table from a source, you must make it fit these requirements.

A table provides a visual representation of data. Make sure that the table is used correctly and is NOT just thrown in because you need a graphic.

In a table, there is no spacing between it and the paragraph immediately preceding it. Horizontal lines only appear, no vertical marks. Titles WITHIN the table have only the first letter capitalized, while the table’s title follows standard title capitalization. The title of your table should be italicized. The citation of where you collected the data follows the table. It is size 10 typeface, double-spaced and has a blank line following it.

Table 1

*Expectations for How My Table Might Appear*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Expected number of hires 2003-2004 | |
| Topics | Current employees | Entry-level | One to two levels above entry |
| Database | 1.8 | 0.4 | 0.4 |
| Graphics design | 1.4 | 0.6 | 0.3 |
| Help desk | 3.4 | 1.1 | 0.9 |
| Programming | 6.8 | 1.3 | 0.8 |
| Systems analyst | 4.0 | 0.7 | 0.5 |
| Technical | 6.8 | 0.8 | 0.5 |
| Web development | 1.6 | 0.5 | 0.5 |

From *Summary of Survey to Date*, by T. N. Janicki, 2003, <http://152.20.206.45/tomj/survey/survey3.asp>, p. 1. Copyright 2003 by Thomas Janicki. Reprinted with permission.

Because of the need to fill your pages from top to bottom within that margin, tables may need to be moved to the next page, they do not need to follow immediately after the paragraph that mentions them. They should, however, follow as closely as possible AND be fully on the same page.

Sample Heading

Since this is a research paper for the course in professional and ethical issues, you are working with a tech topic and the ethics associated with that topic. Break down your initial literature review to a general discussion about ethics in the tech industry.

In this chapter, you are provided with an example of what a figure might look like within your paper. While the use of color graphs is interesting and easy to read, but some individuals may get photocopies of your research and may not see the colors in the graph. Other readers may be color blind and would not be able to see different colors anyway. Figure 1 provides an illustrative example, while Figure 2 provides a second one. Consider using black, while, and gray tones as well. A figure is NOT required. Use it if it helps clarify what you are writing.



Figure 1. Moore’s Law illustrated (Intel, 2004).

Unlike tables, figures have an empty single-spaced line above them. The figure title appears left aligned and has a type size of 10 (unlike other text which is presented in 12 point). The figure title is also single-spaced with one single-spaced line following it. Figures are also left-aligned, not centered across the page. Treat an image as you would a figure. Figures must be referenced before they appear. If a figure breaks across two pages, move the figure to after another later paragraph so that it and its title appear on the same page AND that there is not extra blank space on a page. The only time there should be extra white space at the bottom of a page is if the next page is either a chapter title or the works cited page.

As with figures, because of the need to fill your pages from top to bottom within that margin, tables may need to be moved to the next page, they do not need to follow immediately after the paragraph that mentions them. They should, however, follow as closely as possible. The important thing is to keep your text as close to the margins as possible. The bottom margin is actually set at .88” so that the bottom of the text is what is really 1” from the bottom. Do NOT extend passed any margin: top, bottom, side.

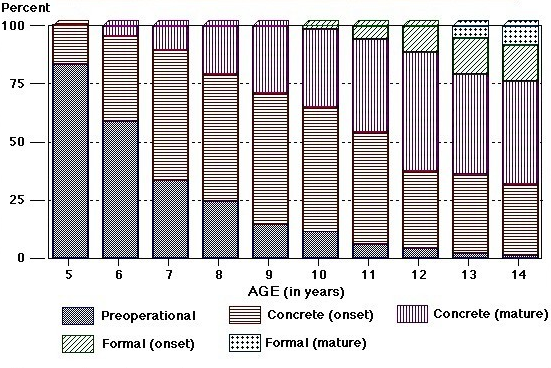


Figure 2. Second example of a figure.

After the general discussion about ethics in tech, the next section should present your literature review on the tech issue and the ethical issues that affect it. At no point does this become an opinion. You are showing your research on a topic.

When writing, make sure that you use this template. The paragraphs have been formatted to eliminate “widow/orphan” control. Widows and orphans are lines at the beginning or end of a paragraph which happens to occur at the bottom of a page or the very top of a page. Word processing applications will try to have two lines from a paragraph on a page. If there is only one – it is either a widow or an orphan. In the use of this templates, it is acceptable to have a single line of a paragraph on a page.

Keywords

Keep a general list of key words that were used to conduct your research. They can be included in a general statement in this chapter. It helps the reader continue to look at any existing research on the topic. This is a required section and should be the second-to-last section in Chapter 2.

Definition of Terms

This is one section that *may* appear in your capstone. If you have terminology that needs to be defined for the average reader (and there may be individuals outside your field who will want to know what you are talking about), put that terminology here. Start with a brief paragraph identifying what this section is. Indent and italicize each word to be defined. Follow it with a period. Then give its definition. Each word gets its own paragraph. Below is an example. An initial paragraph may be included, but is not required. If used, this should be the last section of Chapter 2.

*Parsable.* This is an example only of how a term would look when defined. The definition of parsable that will be used throughout this report comes from Wiktionary.org. Parsable, in computing, means able to be parsed. Try not to make your definitions recursive (using the word to be defined within the definition as this example shows).

Chapter 3: Conclusions

Once your proposal is reviewed, edited, and returned with comments, you can continue with Chapter 3. Note that when you submit the final paper, *all* chapters are included. This gives you an opportunity to correct, rewrite, and strengthen your initial submission.

In this chapter, you will summarize your research (aka the literature review) and connect it to your setting. You will also include your own research: survey, interviews, email. It will help support your thesis. Include it here if it helps prove/disprove your thesis. At no point in the writing of your paper should you change your thesis statement. If your research finds that your original thesis statement was incorrect, that is an okay conclusion. You must have more conclusions than just the following four required conclusions with subheadings.

Ethical Issues

Specifically identify the ethical issues you have found in your literature research. It may require a bit more research to be able to complete this section. Citations can happen in this section.

*Relativism.* Discuss both subjective and cultural relativism theories as they pertain to your topic.

*Kantianism.* Discuss Kantianism theory as it pertains to your topic.

*Utilitarianism.* Discuss both act and rule utilitarianisms theories as they pertain to your topic.

*Social Contract.* Discuss social contract theory as it pertains to your topic.

Legal Issues

Specifically identify the legal issues you have found in your literature research. It may require a bit more research to be able to complete this section. Citations can happen in this section; include relative laws and court cases.

Security Issues

Specifically identify the computer-based security issues you have found in your literature research. This includes any data that may be captured by an entity with regard to your topic. It may require a bit more research to be able to complete this section. Citations can happen in this section.

Societal Impacts

Specifically identify any societal impacts of your topic that you have found in your literature research. It may require a bit more research to be able to complete this section. Citations can happen in this section.

Remember to spell-check throughout. Ensure that you are consistent with how you spell a company and how it is capitalized. No paragraph should have less than two sentences in it.

Conclusion

In many ways, it summarizes Chapter 1 and then has Sub-headings for Conclusion (wrap up your research) and Future Work (is there any additional research that should be done?

Once you have completed this chapter, you can go back and write the abstract. Do not forget to run a spell-check and grammar check.

Works Cited

“First-, Second-, and Third-Person Pronouns.” The NROC Project, content.nroc.org/DevelopmentalEnglish/unit05/Foundations/first-second-and-third-person-pronouns.html. Accessed 12 Dec. 2020.

LastName, FirstName A. (2008). Follow the format setup with your adviser. Use hanging indents with paragraph spacing of 0 pts after.

LastName, FirstName B. (2017). The entire listing should be double-spaced. In alphabetical order. If duplicates, then in chronological order.

“Organizing Your Social Sciences Research Paper: 3. The Abstract.” *Research Guides*, University of Southern California Libraries, 1 Nov. 2020, 1609, libguides.usc.edu/writingguide/abstract.

*The Purdue OWL Family of Sites*. The Writing Lab and OWL at Purdue and Purdue U, 2008, owl.english.purdue.edu/owl. Accessed 25 Oct. 2017.

“What Is the Purpose of an Abstract?” *Scribbr*, Scribbr, 26 June 2020, www.scribbr.com/frequently-asked-questions/purpose-of-an-abstract/.