

# Guidelines for Writing Papers

Ritsumeikan University

Some courses require students to submit reports, essays and other assignments. Most of these papers are subject to grade evaluation which requires the same amount of effort as when taking final examinations. Please follow the rules below when writing papers.

- i) You may use other people's works for reference purpose only and must state your own opinion.
- ii) You must provide a clear annotation for literary resources and information you used.
- iii) When you paraphrase other people's works or viewpoints, or use any direct quotes, you **MUST** cite the sources. If you use an entire sentence or part of a sentence from other people's works directly in your reports or papers, you must use quotation marks [“ ”] to show where the quotation begins and ends.

## [Writing Citations]

- 1) The author's family name is written in full and followed by only the initial of the author's first name (do not write the author's full first name).
- 2) The date of publication (in parenthesis) of the book follows the author's name.
- 3) Next, list the publisher's name and page numbers (if necessary)

**【Citation Format】** The following examples cover citing for print sources

### **\* Books (with an author or several authors)**

e.g.) Byrd, P. & Reid, J.M. (1998). Grammar in the Composition Classroom. Boston: Heinle & Heinle.

### **\* Newspaper or Magazine Article (with an author)**

e.g.) Henry, W.A. (1990, April 9). Making the grade in today's schools. Time, 135, 28-31.

- iv) Plagiarism is never allowed. Stealing from reference literature or other materials, direct copying of reports and essays that another person wrote, and/or copying from the Internet is not acceptable. Plagiarism is a clear violation to the right of the copyright holder, and RU will take strict disciplinary action for serious offenses.
- v) The copyright law protects even files released to the public on the Internet. The same restrictions apply as other regular printed materials.
- vi) Even if you use a file released on the Internet for reference, you must cite the source. You can specify the citation as follows.

e.g.) Author's Name “ ” (Last file update or last reference date) <URL>

Ritsumei Taro “Writing Academic Essays” (visited Jul.20.2010) <http://sitename/filename>

Ritsumei Taro “Writing Academic Essays” (last modified Jul.20.2010) <http://sitename/filename>

- vii) In addition to the above, please work on your papers in accordance with the regulations of your college or graduate school and the guidelines specified by your instructor. (This guideline is for general reference only).