

Writing Guideline for an Abstract or a Position Paper

A. Guideline on Writing a Research Proposal (Work-in-Progress)

- Organize and outline your viewpoint on issues related to your topic
- Inform readers of your position as a foundation to build resolution to difficult problems
- Present a unique, though biased, solution or a unique approach to solving a problem
- Frame the discussion in order to define the "playing field," which will put you in an advantageous position with those who may not be so well prepared as regards the issues/topics addressed.
- Establish your credibility (references – if available). It is important that you have a command of the issues and the research behind them.
- Let your passion be demonstrated in the force of your argument, but avoid using of emotional terms

B. General Format

Research Abstract:

- Paper Title
- Author(s) and affiliation (organization and email address)
- Abstract (300 words or less)
- Keywords (less than six simple terms)

C. Position Paper

1) Abstract (format see above)

2) Body of Your Paper:

- **Introduction** - start with a topic sentence or two that attracts attention and summarizes the issues
- **Terms/Concepts/Components** that are essential to your research issue – this may be broken into a few subsections
- **Literature Review** (optional, though suggested) **and you may present your points of view on the issues** (again, this may be broken into a few subsections - list these as appropriate and anticipate counterclaims)
- **Proposed Solution or Developed Arguments.** In this section you may focus on a few critical points of view that you have laid out in your playing field. For each point, you may provide a general statement; elaborate on it with references (if available) or link it to your past experiences and/or some authoritative testimony. With your best efforts, try to establish flow from paragraph to paragraph.
- **Conclusions.** Summarize issues of your topic and conclude your arguments that refer to the opening statements of your paper and the main points addressed in your proposed solution. Your conclusions shall reflect logical connections to your research topic.
- **References.**

C. Paper Length: limit to 5-10 pages (double-spaced, without references)