

Checklist to send academic papers compliant with ACA-401 EUCLID guidelines



Name and Format of file:

- File format should be Microsoft Word (DOCX extension)
- Naming convention is: FirstName LastName ProgramCode CourseCode PaperCode (R1, R2, R3, R4, R5, MP1, MP2, QUIZ) for instance

JOHN TERREL MDIA DIP-401 MP1.DOCX (for a major paper)

JOHN TERREL MDIA DIP-401 RP4.DOCX (for a response paper)

Contents (for Major Papers):

- The paper has a clear outline, similar to:
 - Introduction
 - Situation / Problem
 - History / Context Information / Academic knowledge
 - Proposition / Recommendations
 - Conclusion
- The paper discusses a specific problem (or situation)
- The paper explains the problem and its importance
- The paper discusses the context (history, circumstances, academic knowledge)
- The paper includes several citations / quotes to textbooks or relevant books
- The paper does not engage in plagiarism
- The paper includes specific recommendations for action or policy
- The paper includes a Conclusion with a summary and personal outlook
- The paper includes a Bibliography / Work Cited section
- The paper is about 12 – 22 pages in length (also refer to syllabus)

Optional but recommended for special and very long papers (45 pages or more):

- The paper includes a table of contents
- The paper includes an index

Form and style:

- The paper is a Word document based on the current EUCLID template (latest revision to be found online on EUCLID's LMS platform), which is **double-spaced**.
- The paper uses an appropriate rule of style, such as WHO for International Public Health students, or Oxford for Commonwealth-based students.
- The paper applies the right Word "styles" to the paragraphs, especially Heading 1, Heading 2, Normal and Quote
- If using US English, spelling and punctuation are consistent (inside or outside the quotation marks)
- The use of the comma is mastered
- There are no blank lines (extra "Enter / Line Break") in the document
- A spell check has been run several times (with the right type of English, US or UK)
- The paper makes references to sources (at least 3 citations from the course textbooks) using the footnote method (in-text / parenthetical citations are not allowed)
- The formatting of the sources in the footnote area is consistent, and the title should always be italicized
- Sentences are not too long, clear in intent, and have a logical flow (use "However," "Moreover," "On the other hand," "Accordingly," "Yet, ")

Note for Response Papers:

- The paper is a Word document based on the current EUCLID template (latest revision to be found online on EUCLID's LMS platform), which is single-spaced.
- The paper uses "APA" in-text / parenthetical references, such as (Tijan 2004: 77-84)
- The paper is personal and interactive. Especially in the conclusion, the student should reflect on what was useful / controversial / new / practical / related to the course objectives, etc.