1) Fee $75. The fee must be paid at least one week prior to the exam date.
2) After you pay for the fee, please contact Dr. Yildirim for possible topics for the take home part of this exam in which you will write a short literature review paper. Details are below.
3) Date of Exam – 8:30am, Last Thursday before the start of Fall/Spring semesters
4) Bring your completed paper, self-assessment for style rubric, and also printouts of cited papers on the day of the exam. In addition, upload your paper to the assignment created in the IME Graduate Students Page for Safe-assignment prior to exam as well.

1. CESP 750D QUIZOUT EXAM

1. A written exam (45 points) covering the content of the course will be given. The exam will cover source evaluation, effective writing, avoiding plagiarism, outlining, citing sources, paraphrasing, and APA bibliographical format. The exam will be closed-note/closed book. The student will be given one hour to complete the exam. For the CESP 750D Quiz Out exam, please check Blackboard Graduate Students Course-Good Writing Tips menu-writing links folder. For the exam, Please study sections on
   - How to write good technical papers
   - Purdue Online Writing Lab resources about General writing, research and citation resources including plagiarism, and subject specific writing. Please note that you do not need to study MLA or Chicago Style. You may watch Purdue Online Writing Lab videos.

2. Each student should write a literature review paper (55 points).
   - The requirements for the finished paper is summarized in section 2 of this document.
   - The grading rubrics are in section 3. The paper will be evaluated with respect to the style (25 points) and content (25 points). For style evaluation, the APA Style rubric is going to be used (25 points). Students must submit a self-assessment of APA Style rubric (5 points).
   - General instructions for the paper:
     - Find three to four valid sources (journal articles, and conference proceedings) which have been published during last three years that discuss your problem or question and propose possible solutions.
     - Summarize the content of the sources within the paper and evaluate the authors' solutions.
     - Give your recommendations for solving the problem/question.
2. **CESP 750D PAPER STYLE REQUIREMENTS**

**Sources**
You must use no fewer than three and no more than four published sources as the basis of your paper. Each source must be either a peer-reviewed journal or a conference proceeding, and must have a DOI (digital object identifier) number. Look at the [Crossref](https://www.crossref.org) web site for more information on DOIs.

**Length**
The total length of the paper will be only 6-7 pages. Page 1 will be the Title Page, page 2 will be the Abstract, pages 3-5 (or 3-6) will be the text of the paper, and page 6 (or 7) will be the References page. No additional sections, such as a Bibliography, Tables, Figures, or Appendices, will be allowed.

**Plagiarism**
Using the work of others as one's own without assigning proper credit to the source will result in a zero on the paper and a loss of academic credit for the course.

**Mechanics**
It is expected that correct spelling, capitalization, and punctuation will be used throughout the paper.

**General Writing Style**
The paper must exhibit good general writing style. This means that the paper will contain a narrow, one-sentence thesis statement, will consist of well-formed sentences and paragraphs, and appropriate source materials will be correctly used and cited. This is an academic paper, so you must use a formal tone and avoid the use of personal pronouns (I, we, our, etc.). It is expected that the rules of English grammar will be followed correctly.

**APA Formatting**
The paper must be written in APA format, using the 6th edition style manual, and exhibit nearly perfect APA formatting in the following areas:

- All citations in the body of the text must be listed on the References page.
- All sources listed on the References page must be cited in the body of the paper.
- All direct quotations (if used) must be cited in proper APA format for the length of the quote.
- All margins, page numbering, running heads, and titles must be correct by APA standards.
- All paragraphs throughout the paper must be properly formatted by APA standards.
- Any numbered lists must be correct by APA standards.
Summary of General APA Style Rules

This Purdue OWL link might be helpful: General Format.

General Characteristics for the Paper

- Use one-inch margins at the top, bottom, left and right side.
- Use double spacing throughout the paper.
- Put the page number in the upper right-hand corner of each page in the header area. Start page numbering at 1 on the Title Page of the paper.
- Put the words “Running head:” followed by a shortened version of the paper’s title (max of 50 characters) in all upper case in the upper left corner of page 1 (the title page) in the header area.
- On all subsequent pages, put the shortened title without the words “Running head:” in the upper left corner in the header area.
- Use 12 pt. Times New Roman, or similar serif font, for all text.
- Indent the first line of every paragraph in the body of the paper by ½ inch.

Rules for Specific Sections

- **Title Page** (see an example at the above link)
  - Use both upper and lower case letters (Title Case)
  - Center the paper’s title in the top half of the page.
  - Under the title – Your full name, centered
  - Under your name – Your affiliation, in this case Wichita State University
- **Abstract** (see an example at the above link)
  - A single paragraph of 150-250 words that summarizes the problem and conclusions reached in the paper.
  - The word Abstract is centered between the right and left margins on the first line of the page.
  - Left-justified (align text left).
  - NO indentation of the first line of the paragraph.
  - The example shows a list of Keywords after the paragraph. For this paper, you do not need to list Keywords.
- **Body, or Main Portion of the Paper**
  - Center the paper’s title between the right and left margins on the first line of page 3. This marks the start of the paper’s main body.
  - Do not use any headings in the body of this paper. Headings are only appropriate in a longer paper.
  - Formatting for this portion of your paper is defined in the General Characteristics section above.
  - Use proper APA style for internal citations. See the Purdue OWL pages, The Basics of Internal Citations and In-Text Citations.
  - No page breaks are used in the body of the paper. At the end of the body, DO use a page break before the References page.
- **References Page**
- Starts on a new page (page 6 or 7 of this paper).
- The word References will be centered between the right and left margins on the top line of the page.
- List all references in alphabetical order by the primary author’s last name.
  - All sources cited in the body of the paper must be listed.
  - ONLY sources cited in the body of the paper may be listed.
- Use a hanging indent of ½ inch on the References page.
- Format the references (author, title, journal, etc.) according to APA style (use the link to see examples of correctly formatted references).
- See the Purdue OWL pages, Reference List Basic Rules, Reference List: Authors, Articles in Journals, Article with DOI Assigned, and Conference Proceedings.

Examples

These examples show the proper formatting for journal articles and conference proceedings, as well as the proper formatting for internal citations. Every detail, even the punctuation, is important.

- **Journal Article With Two Authors:**


  o **Correct Internal Citation for this Article:**
    - **Every Time the Article is Cited:**
      - *At the end of a sentence:* …were supported by previous research (Brown & Adams, 2010).
      - *As part of a sentence:* The findings of Brown and Adams (2010) supported…

- **Journal Article With Three to Seven Authors:**


  doi:10.1106/03080570710221141

  o **Correct Internal Citation for this Article if Three to Five Authors:**
    - **The First Time the Article is Cited:**
      - *At the end of a sentence:* …were supported by previous research (Brown, Gibson, & Adams, 2010)
As part of a sentence: The findings of Brown, Gibson, and Adams (2010) supported…

All Subsequent Times the Article is Cited:

- At the end of a sentence: …were supported by previous research (Brown et al., 2010)
- As part of a sentence: The findings of Brown et al. (2010) supported…

Correct Internal Citation for this Article if Six or More Authors:

Every Time the Article is Cited:

- At the end of a sentence: …were supported by previous research (Brown et al., 2010)
- As part of a sentence: The findings of Brown et al. (2010) supported…

Journal Article With More Than Seven Authors:


Correct Internal Citation for this Article: See example above

Conference Proceedings


Use the same rules as above for number of authors and internal citations
3. Rubrics

<table>
<thead>
<tr>
<th><strong>APA Style</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(this is how it should be done)</td>
</tr>
</tbody>
</table>

**General Format**
- Margins are correct (1.5” left, 1” right, top, bottom)
- 12-pt. Times New Roman font
- Double-spaced throughout with no extra lines
- Paragraphs are left aligned

**Title Page**
- Page number right aligned at 6 inch mark
- Running Head says “Running head:”, is in all caps, and no more than 50 characters
- Title is in title case, centered horizontally in upper half of page, 12 words or less
- Author information and affiliation are correct, and centered underneath the title

**Abstract**
- Abstract is left aligned, no first line indent, has Abstract centered at top of page
- Abstract is between 150-250 words and describes the paper

**Main Body of Paper**
- Paper’s title is in title case, centered at top of page 3, & matches title on title page
- First line of each paragraph is indented one-half inch
- Internal citations are correct (author’s last name, date), and et al. is used correctly
- All internal citations match sources listed on the References page
- Acronyms are introduced correctly
- Quotations are formatted correctly
- Numbers are formatted correctly, and numbered lists are in correct APA format
- No headings were used beyond Abstract & References, which are both in title case

**References**
- The word References is centered at the top of the References page in title case
- All sources on the References page were cited in the body of the paper
- Sources are listed in alphabetical order
- Source information is listed correctly
- Italics are used correctly for titles and volume numbers
- Article and journal titles are in the proper case
- Punctuation, capitalization, indentation, and spacing are correct
- DOI and URL information is listed and formatted correctly

**General Writing Style**
- Paper is written in third person (no use of I, we, my, our)
- Spelling and capitalization are correct
- Articles (a, an, the) are used correctly
- Grammar is correct
- Punctuation & spacing are correct
- Does not contain “In this paper”
- Quotation marks and italics are used correctly
<table>
<thead>
<tr>
<th>Objective and motivation</th>
<th>Unacceptable (Below Standards)</th>
<th>Acceptable (Meets Standards)</th>
<th>Good (Occasionally Exceeds)</th>
<th>Excellent (Exceeds Standards)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does not adequately convey topic. Does not describe subtopics to be reviewed or studied. Lacks adequate theses statement.</td>
<td>Conveys topic, but not key question(s). Describes subtopics to be reviewed or studied. General theses statement.</td>
<td>Conveys topic and key question(s). Clearly delineates subtopics to be reviewed or studied. General thesis statement.</td>
<td>Strong introduction of topic’s key question(s), terms. Clearly delineates subtopics to be reviewed or studied. Specific thesis statement.</td>
<td></td>
</tr>
<tr>
<td>Clarity</td>
<td>Little evidence material is logically organized into topic, subtopics or related to topic. Many transitions are unclear or nonexistent.</td>
<td>Most material clearly related to subtopic, main topic. Material may not be organized within subtopics. Attempts to provide variety of transitions</td>
<td>All material clearly related to subtopic, main topic and logically organized within subtopics. Clear, varied transitions linking subtopics, and main topic.</td>
<td>All material clearly related to subtopic, main topic. Strong organization and integration of material within subtopics. Strong transitions linking subtopics, and main topic.</td>
</tr>
<tr>
<td>Evidence/Support</td>
<td>Few sources supporting thesis. Sources insignificant or unsubstantiated.</td>
<td>Sources generally acceptable but not peer-reviewed research</td>
<td>Sources well selected to support thesis with some research in support of thesis.</td>
<td>Strong peer reviewed research based support for thesis.</td>
</tr>
</tbody>
</table>