

Police Executive Leadership College

Successful Strategies

*...for writing PELC related papers and
assignments*

Prepared by:

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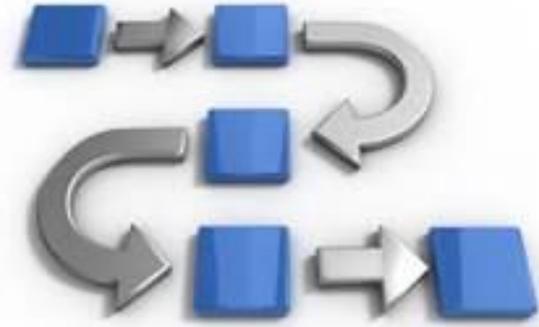
Goals

- Focused Writing and Research
- Foundational Work and Outlines
- Sources and Data Gathering
- Outline to Draft
- Proofread and Polish
- Final Product...Check your work
- APA Format
- Grammar and Punctuation (comma's)
- Common Errors and final thoughts



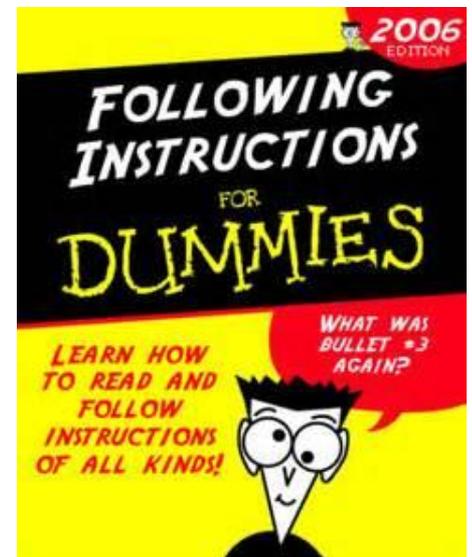
Focused Writing and Research

- Research is a “Process”
 - Seeking answers and supporting theories
 - You must first draft the ‘question’
 - Then seek materials to ‘support’ your answer
 - Credible
 - Specific
 - Focused
 - Relevant
 - Current



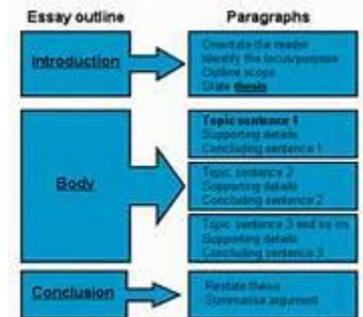
Foundational Work and Outlines

- Lay the Foundation
 - **Read the INSTRUCTIONS** for your assignment
 - Read the materials provided for you
 - Assigned Books
 - Assigned Articles
 - Finding other related source support material
 - Take notes
 - Highlight
 - Post-its
 - Tabs
 - Write down initial thoughts or opinions
 - Develop a preliminary thesis



Foundational Work and Outlines

- Begin to Outline your paper
 - Introductory Statement
 - Points out the main themes you will cover
 - Brief snap-shot of your main body
 - Main Body
 - Specific
 - Identifies: describes the issues
 - Offers solutions, thoughts, or ideas
 - Expands
 - Critical Thinking
 - Is supported by readings or scholarly references
 - Multiple sources

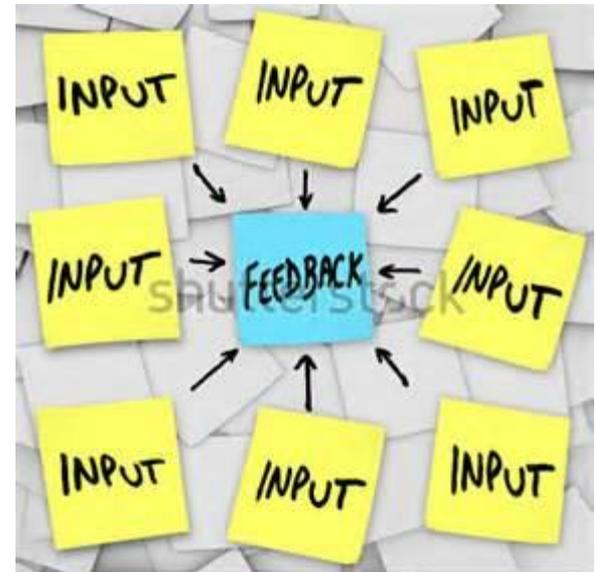


Foundational Work and Outlines

- Begin to Outline your paper...(continued)
 - Conclusion
 - Re-cap of Main Ideas, thoughts and discussion
 - Brief and succinct
 - Emphasis on most critical thoughts and analysis
 - References
 - Develop key scholarly documents
 - Use online tools for proper APA formatting

Sources and Data Gathering

- Gather your data
 - Brainstorm about your sources
 - Journals and periodicals (industry specific to law enforcement)
 - *Police Magazine*
 - *Law Officer Magazine*
 - www.ForceScience.org
- Assigned Readings
 - Books
 - Articles



Sources and Data Gathering

- Ensure information is RELEVANT to the topic
 - Stay focused
 - Avoid ‘filler’ or ‘fluff’ just to make it look good or meet the length requirement
- Take notes
 - Helps you avoid wasting time
 - REMEMBER TO CITE the Author or reference
 - PLAGIARISM (properly cite others’ work)
 - You are LE Officers...Maintain INTEGRITY

Outline... to... Draft Paper

- Review your materials and notes
- Develop an 'IDEA ROAD MAP'
- Place notes in order
- Add quotes, avoid plagiarism
- Articulate an informed opinion
- BE SPECIFIC, narrowed in scope
- Avoid being too vague or broad stroked
- Back up your thoughts with scholarly support



Outline... to... Draft Paper

- Double check you have met ALL requirements for the paper (read the instructions!)
- Stay FOCUSED and ORGANIZED
- Ask yourself...
 - “Are any questions left unanswered?”



PROOFREAD and Polish

- Pay close attention to the paper's organization
- Have you covered all the required information, based on the assignment requirements page?
- Place your thoughts in:
 - Logical order
 - Complement your research
 - Connect everything with effective transitions
 - Be focused
 - Avoid 'being all over the place' or scattered

PROOFREAD and Polish

- Strengthen your introduction and conclusion
- Double-check your citations and follow APA
 - Proper APA format
 - <http://owl.english.purdue.edu/owl>
 - <http://www.apastyle.org>
 - Insert parenthetical citations with source page
- CORRECT grammatical and mechanical errors
- Watch RUN ON sentences and paragraph formations
- Review your formatting (standard 1” margin rule)

FINAL PRODUCT – Check your work

- Read your paper out loud
- Listen to the tone and style
- Does it make sense? Is it logical?
- Make sure the paper MEETS all the guidelines or requirements



FINAL PRODUCT – Check your work

- Ensure proper APA formatting
- DEFEND YOUR WORK (citations from scholarly documents)...back up your theories
- Have someone else read your work product
- Get critiques from others
- DO NOT WAIT UNTIL THE LAST MINUTE to do your paper



APA Formatting and Style Guide

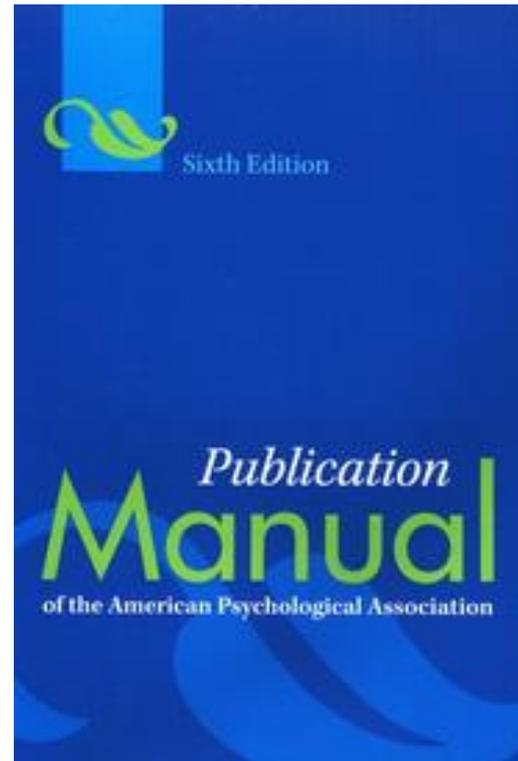


Source Reference from website: <http://owl.english.purdue.edu/owl>

The American Psychological Association (APA) citation style is the most commonly used format for manuscripts in the social sciences.

APA regulates:

- Stylistics
- In-text citations
- References

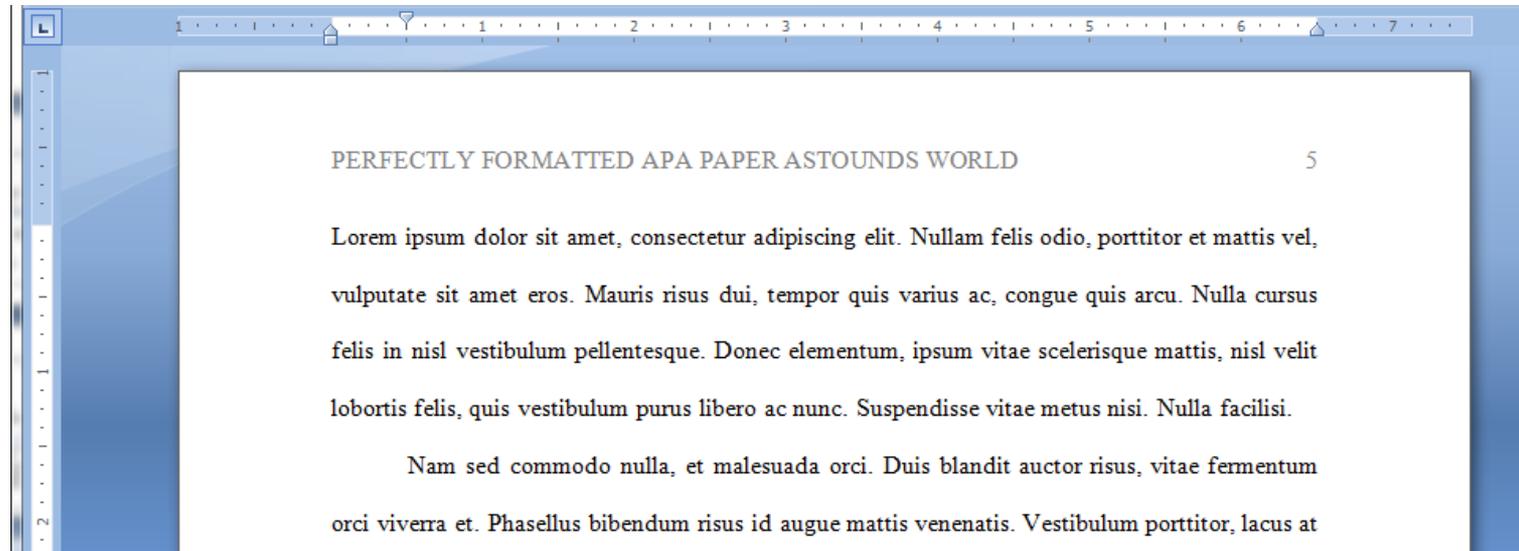


Your paper should:

- be typed,
- be double-spaced,
- have 1" margins,
- use 12 pt. standard font (ex. Times New Roman, Calibri or Arial), and
- be printed on standard-sized paper (8.5"x 11")
- papers will be submitted to PELC Grader as a PDF document

Every page of your paper (including title page) should:

- Include a page header (Title, all caps) in the upper left-hand corner and
- the page number in the upper right



Your PELC paper should include four major sections:

Title page

Main Body

References

**Annotated
Bibliography**



Title Page

Page header:
(use Insert Page
Header)
title flush left + page
number flush right.

Running head: THE PURDUE OWL'S AWESOME EXAMPLE OF AN APA PAPER

1

The Purdue OWL's Awesome Example
Of an APA Paper
Jack Dawkins
Purdue University

Title:
(in the upper half of the
page, centered)
name (no title or
degree) + affiliation
(university, etc.)



- Number the first text page as page number 2
- Type and center the title of the paper at the top of the page
- Type the text double-spaced with all sections following each other without a break
- Identify the sources you use in the paper in parenthetical, in-text citations
- Format tables and figures



- Center the title (References) at the top of the page. *Do not bold it.*
- Double-space reference entries
- Flush left the first line of the entry and indent subsequent lines
- Order entries alphabetically by the surname of the first author of each work

References

- Cummings, J. N., Butler, B., & Kraut, R. (2002). The quality of online social relationships. *Communications of the ACM, 45*(7), 103-108.
- Hu, Y., Wood, J.F., Smith, V., & Westbrook, N. (2004). Friendships through IM: Examining the relationship between instant messaging and intimacy. *Journal of Computer-Mediated Communication, 10*(1), 38-48.
- Tidwell, L.C., & Walther, J.B. (2002). Computer-mediated communication effects on disclosure, impressions, and interpersonal evaluations: Getting to know one another a bit at a time. *Human Communication Research, 28*(3), 317-348.
- Underwood, H., & Findlay, B. (2004). Internet relationships and their impact on primary relationships. *Behaviour Change, 21*(2), 127-140.



- Invert authors' names (last name first followed by initials)
 - EX: “Smith, J.Q.”
- Capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
 - EX: The perfectly formatted paper: How the Purdue OWL saved my essay.

APA is a complex system of citation. When compiling the reference list, the strategy below might be useful:

1. Identify the type of source:

Is it a book? A journal article? A webpage?

2. Find a sample citation for this type of source

Check a textbook or the OWL APA Guide:

<http://owl.english.purdue.edu/owl/resource/560/01/>



In-text citations help readers locate the cited source in the References section of the paper.

Whenever you use a source, provide in parenthesis:

- the author's name and the date of publication
- for quotations and close paraphrases, provide the author's name, date of publication, and a page number

orci viverra et. Phasellus bibendum risus id augue mattis venenatis (Lahiri, 2002). Vestibulum porttitor, "lacus at malesuada pulvinar, sem libero placerat lacus, malesuada gravida dui sem id leo" (Lahiri, 2002, p. 501). Duis volutpat risus est, vitae pulvinar quam iaculis eu. Maecenas sit



When quoting:

- Introduce the quotation with a signal phrase
- Include the author's name, year of publication, and page number
- Keep the citation brief—do not repeat the information

Caruth (1996) has stated that a traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (p.11).

A traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (Caruth, 1996, p.11).



In-Text Citation:
Summary or Paraphrase

Provide the author's last name and the year of publication in parenthesis after a summary or a paraphrase.

Though feminist studies focus solely on women's experiences, they err by collectively perpetuating the masculine-centered impressions (Fussell, 1975).



In-Text Citation:
Summary or Paraphrase

Include the author's name in the signal phrase, followed by the year of publication in parenthesis.

Recently, the history of warfare has been

significantly revised by Higonnet et al. (1987),

Marcus (1989), and Raitt and Tate (1997) to

include women's personal and cultural responses

to battle and its resultant traumatic effects.



When including the quotation in a summary/paraphrase, also provide a page number in parenthesis after the quotation:

According to feminist researchers Raitt and Tate (1997), "It is no longer true to claim that women's responses to the war have been ignored" (p. 2).



Introduce quotations with signal phrases, e.g.:

According to Xavier (2008), “....” (p. 3).

Xavier (2008) argued that “.....” (p. 3).

Use such signal verbs such as:

acknowledged, contended, maintained,
responded, reported, argued, concluded, etc.

Use the past tense or the present perfect tense of verbs in signal phrases when they discuss past events.



In-Text Citation:
Two or More Works

When the parenthetical citation includes two or more works, order them in the same way they appear in the reference list—the author’s name, the year of publication—separated by a semicolon.

lobortis felis, quis vestibulum purus libero ac nunc. Suspendisse vitae metus

(Kachru, 2005; Smith, 2008).



When citing an electronic document, whenever possible, cite it in the author-date style. If electronic source lacks page numbers, locate and identify paragraph number/paragraph heading.

According to Smith (1997), ... (Mind over Matter section, para. 6).



The Purdue OWL: <http://owl.english.purdue.edu>

Composition textbooks

Publication Manual of the American Psychological Association, 6th ed.

APA's website: <http://www.apastyle.org>

Conquering the Comma





A **comma** is a punctuation mark that indicates a pause is needed in a sentence.

Commas help to clarify meaning for the reader.



Sentence Structure: Commas in a Series

Commas should be **placed in series of words, phrases, or clauses.**



Commas with Adjectives

Use commas **to separate adjectives** that provide an equal description of a noun. The test:

- Can you put “and” between the adjectives?
- Can they be described in reverse order?
- If yes, use a comma.

Big blue house | Three hungry kittens | A cranky, bald man



Commas with Adjectives

Comma's, have a tendency, to be overused, misused, or misplaced, and can be, a distraction, to the reader, or evaluator, of your paper, and, this, can be avoided, by knowing, the rules, for using, comma's, in your paper.

GET THE POINT?! ,,,,,,,,,,



Where to Go
for More Help

Purdue University Writing Lab

<http://owl.english.purdue.edu>

Email brief questions to OWL Mail:

<https://owl.english.purdue.edu/contact/owlmailtutors>

FINAL THOUGHTS

- Be focused in your writing
- DO YOUR HOMEWORK
- DO YOUR Research
- Proofread and Polish your work
- Follow APA Format and guidelines for each paper
- Cite your work and authors
- Use Scholarly Sources OFTEN to back up your thoughts and statements



FINAL THOUGHTS

- Avoid Common Errors

- Spelling
- Grammar
- Sentence structure
- Paragraph formations
- Run-on sentences
- Lack of focus or thought
- Failing to follow directions
- Over-use of ‘personal phrases or statements’
 - e.g. SLANG terms





FINAL THOUGHTS

- Turn in your work – BEFORE or by the deadline
- Ensure papers are turned in as a PDF
- PROOFREAD your paper
- Have others proofread your work
- FOLLOW the DIRECTIONS!



QUESTIONS ?



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