SOC 205: Poverty, Race and Health
Guidelines for Research Paper

The purpose of the research paper is to have you research in depth some topic related to poverty, race and health. You can choose to do either original research for your paper or you can do a literature review. You will not be graded on the type of paper you decide to write. Rather, your grade will be based on the guidelines set below.

I would encourage you to keep me informed about your progress over the remainder of the semester. While you are not required to do so, I could probably be of assistance in helping you to develop your ideas, or to help you find information that you may have trouble locating. I will read drafts of portions of the paper as you progress under one condition. When you give me drafts to comment on, please also give me a standard tape cassette on which I can record the comments. I will be able to provide much more feedback in that fashion than I would by simply writing comments on your draft.

FORMATTING GUIDELINES

Length
As is indicated in the syllabus, the paper must be 20-25 pages long. That page length does not include the title page, abstract, bibliography or appendices. It can include any tables you generate as the result of original research.

Typeface and margins
All pages must be typed or printed using a 12 point font (Courier or Times) and should be double-spaced. Margins must be 1 to 1-¼ inches on all sides.

Page numbers
All manuscript pages (i.e., not including the title page and abstract) must be numbered at the bottom center of the page. The page numbers should be placed ½ inch from the bottom of the page.

Title Page
The title page must have the following items: title of the paper, your name, course number and name (i.e., SOC 205: Poverty, Race and Health), and the date you are submitting it.

Abstract
The abstract should be 100 – 150 words and should summarize the main points of the paper. Someone reading the abstract should be able to readily what the paper is about without having to read the paper itself. The abstract should be double-spaced.

Headings and subheadings
Your manuscript must include headings and subheadings to denote changes in topics, specific arguments, etc. Generally, two heading levels will be sufficient (as is used in this document). The headings should be denoted using all capital letters while the subheadings should be in bold typeface. Neither type of heading should be indented.

Citations and references
As is noted in the syllabus, your paper must include at least 10 references to the research literature. If you use data from a source such as the census, they must be cited and do count towards the 10 citation requirement. Citations and references must be formatted in the style used by the American Sociological Review. A copy of those guidelines is attached. Your references must be printed in a separate section titled “REFERENCES.” All of the references cited in the text must also be in the reference section, and vice versa.
Tables
If your paper includes tables, they must be numbered consecutively (e.g., Table 1, Table 2). All tables should have a descriptive title and all elements of the table should be labeled.

Figures
As is the case for tables, all figures must be numbered and labeled.

GRADING
Your grade will be based on several factors.

- Did the student clearly explain what the research question was, how it would be approached, and what issues would be covered?
- Did the paper actually accomplish what it proposed to do when specifying the research question?
- Were the arguments clearly stated and supported by either original research or citations from the literature?
- Do the conclusions follow from the arguments and evidence presented in the paper?
- Were the formatting guidelines set forth in this document followed?

HUMAN SUBJECTS REVIEW
If you plan on doing original research, you must receive approval from the university to do so. You can either get a copy of the application you will need from me or you can download one from the Behavioral Sciences IRB website (http://www.research.umich.edu/research/policies/um/committees/IRB_Behavioral/IRB_Behavioral.html). IRB proposals that are submitted before noon on Tuesday will be reviewed on Wednesday of that same week. As such, you would normally have approval within a few days of submitting your application.

DON’T WORRY
For any level of student, this paper will be a big undertaking. If you feel that you are having problems or are worried that you are not on the right track, feel free to drop by my office to talk about your paper. If you are having problems with the writing itself, I may also be able to provide tips to help you get through the process. Remember that I want you to do as well on this paper as you want to do. As such, I’ll be here to help, but I can only help if you let me know that you need it.
b. **Citations** in the text give the last name of the author(s) and year of publication. Include page numbers whenever you quote directly from a work or refer to specific passages. Cite only those works needed to provide evidence for your assertions and to guide readers to important sources on your topic. In the following examples of text citations, ellipses (…) indicate manuscript text:

- If an author's name is in the text, follow it with the year in parentheses— …Duncan (1959); if an author’s name is not in the text, enclose the last name and year in parentheses— …(Gouldner 1963).

- Pages cited follow the year of publication after a colon— …(Ramirez and Weiss 1979:239-40).

- Give both last names for joint authors— …(Martin and Bailey 1988).

- For works with three authors, list all three last names in the first citation in the text— …(Carr, Smith, and Jones 1962). For all subsequent citations use “et al.”— …(Carr et al. 1962). For works with four or more authors, use “et al.” throughout.

- For institutional authorship, supply minimal identification from the complete citation— …(U.S. Bureau of the Census 1963:117).

- List a series of citations in alphabetical order or date order separated by semicolons— …(Burgess 1968; Marwell et al. 1971).

- Use “forthcoming” to cite sources scheduled for publication. For dissertations and unpublished papers, cite the date. If no date, use “n.d.” in place of the date— …Smith (forthcoming) and Oropesa (n.d.).

- For machine-readable data files, cite authorship and date— …(Institute for Survey Research 1976).

List the references in alphabetical order by authors' last names; include first names and middle initials for all authors when available. List two or more entries by the same author(s) in order of the year of publication. If the cited material is not yet published but has been accepted for publication, use “Forthcoming” in place of the date and give the journal name or publishing house. For dissertations and unpublished papers, cite the date and place the paper was presented and/or where it is available. If no date is available, use “n.d.” in place of the date.

If two or more cited works are by the same author(s) within the same year, list them in alphabetical order by title and distinguish them by adding the letters a, b, c, etc., to the year (or to “Forthcoming”). For works with more than one author, only the name of the first author is inverted (e.g., Jones, Arthur B., Colin D. Smith, and James Petersen). List all authors; using “et al.” in the reference list is not acceptable.

A few examples follow. Refer to the ASA Style Guide (1996) for additional examples:

**Books:**  

**Periodicals:**  

**Collections:**  

**Dissertations:**  

**Machine-readable data files:**  