

Is your ILP or IRP Ready to Be Passed?

Here are the most common mistakes which cause papers to be returned for revision:

Format

- For any of the following, find out from your Proseminar Leader just what their expectations are for format and content. Ask for written instructions or model samples:

Guide	Case Study
Handbook	Curriculum
Manual	Lesson Plans
Business Plan	Creative Project
- Do you have a clear and concise problem statement, research question, or thesis statement? Which form (if any) does your Proseminar Leader prefer? Ask for samples.

Academic Style

- Did you write in academic style? First person (“I believe” or “I found that”) should not be used in the Abstract or Literature Review, and should be used sparingly elsewhere.

Literature Review

- Is your Literature Review an integration and synthesis of your research? It should be more than a summary or annotated bibliography of what you read. It should be an analysis of a sufficient number of scholarly sources, explaining how that information supports your thesis or answers your research question. It should not contain lengthy quotations or lists of sources. Find out from your Proseminar Leader how long it should be, how many scholarly sources should minimally be used, and what else might be expected. See the handout “What to Read, and How to Prepare for, Organize, and Write Your Literature Review” on http://www.cambridgecollege.edu/library/writing_help.cfm
- Were your sources scholarly? Did your information come from scholarly journals which themselves cite their sources in in-text citations, footnotes, or endnotes? Did you evaluate the credibility of your sources? See the handouts “How to Read a Scholarly Article in Education” and “Checklist for an Informational Webpage” on http://www.cambridgecollege.edu/library/writing_help.cfm

Methodology

- Is your Methodology done correctly for the type of paper you wrote (survey, experiment, case study, interviews, questionnaire, etc.)? Find out from your Proseminar leader what their expectations are and ask for samples.
- If you interviewed, surveyed, observed, or experimented on people, did you obtain signed formal consent agreements? Did you follow all standards to preserve confidentiality? Did you make sure you did not name or make it possible to identify any people or organizations, such as schools or human service agencies? For instructions, ask your instructor or go to <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm>

Documentation

- Every time you quoted or paraphrased, did you include an in-text citation? For every in-text citation, is there a matching complete citation on your References page? Have you properly cited materials that you found online, whether from Research Databases in the Cambridge College Online Library or from websites? For instructions, see the APA tutorials and information on

http://www.cambridgecollege.edu/library/writing_help.cfm or see the *Publication Manual of the APA, Sixth Edition*.

- Is there a page in the back of your ILP or IRP which is headed “References” and which contains complete citations to match every in-text citation? If this page includes items which do not have a matching in-text citation, remove them because they do not belong on the References page. The “References” page is required. If your instructor also requested a “Bibliography” page, this can include all the books, articles, and other sources you looked at, but the “References” page is only for your in-text citations. For instructions, see the *Publication Manual of the APA, Sixth Edition*.

Results of Data Collection

- If you collected data from a survey, questionnaire, interview, or experiment, did you give the results, analyze your findings, and explain how the data can be used to support your thesis statement or answer your research question? Are the questionnaires, survey forms, or other data collection instruments properly placed as an Appendix? See the *Publication Manual of the APA, Sixth Edition*.

Appendix

- Did you include materials that you did not write yourself, such as tables, brochures, lesson plans, student worksheets, book lists, and charts? Photocopied, copy-and-pasted, scanned in, or retyped materials from another source must be placed in the Appendix only, with very rare exceptions. These pages do not count toward the body of your ILP, because they are not your original work. Each item in the Appendix must be properly cited in APA format. See the *Publication Manual of the APA, Sixth Edition*.

The *Publication Manual of the APA, Sixth Edition* is available in the Academic Support Center or Writing Lab of all our campus sites. Most libraries also have a copy. It is not available online in full-text. For tutorials and other information about APA style, go to http://www.cambridgecollege.edu/library/writing_help.cfm