

Position Paper Checklist

Position Paper - Heading Section

1. Committee: The correct committee is shown and spelled correctly
2. Topic: The full name of the topic is shown
3. Country: The full official name of the country is shown
4. Student name: The full name of the student writing the paper is shown
5. School name: The full name of the school is shown

Position Paper - Body Section

1. Background paragraph
2. Country's current position
3. Suggested resolution items have international focus and are within UN's scope
4. Justification and Summary

Position Paper - Mechanics

1. Page length - 2 pages or more for middle school students,
2. 1 page or more for upper elementary students
3. Spelling correct
4. Grammar correct
5. Capitalization correct
6. Punctuation correct
7. Sentence and word meaning correct
8. Logical paragraphs and transitions

Add citations and Bibliography/References to your Position paper.

Your research paper is a collaboration between you and your sources. To be fair and honest, you must indicate when you borrow another writer's ideas or words. You do this by documenting, or citing, your sources. "*Citing your sources*" means nothing more than telling your reader whose ideas or words you have used and where you found them. To use someone else's words or ideas without giving them credit is dishonest. It is called plagiarism.

Two different acts are considered plagiarism:

1. borrowing someone's ideas, information, or words without citing the source and
2. citing the source, but paraphrasing the source too closely, without using quotation marks to indicate that words and phrases have been borrowed.

You must, of course, document all direct quotations. You must also document any ideas borrowed from a source: paraphrases of sentences, summaries of paragraphs or chapters, statistics or little-known facts, and tables, graphs, or diagrams.

The only exception is common knowledge or information that your readers could find in any number of general sources because it is commonly known. For example, everyone knows that Frankfort is the capital of Kentucky. It is common knowledge and would not have to be cited.

In summary: Do not plagiarize. Document all quotations and borrowed ideas. Avoid paraphrases that closely resemble your sources.

*Document direct quotes and any ideas that came from your research, even if you paraphrased in your own words. At the end of the sentence, provide the following information in parentheses: (author's name, pg. quote found on).

For example:

The Romans called the German tribes barbarians (Hinds, 19).

Make a bibliography/reference using Modern Language Association (MLA) guidelines.

- For each source listed, begin first line at margin and indent each line that follows.
- Underline or use italics for titles of books, periodicals, and software. Titles of articles are enclosed in quotation marks.
- Note punctuation and follow exactly.
- Arrange all sources in one list, alphabetically by first word, which will generally be either the author's last name or the first important word of the title. Do not number bibliographic entries.

Bibliography/Reference

If your source is a BOOK, by one author:

Format:

Author's name. Title of the book. Place of publication: Publisher, Date of publication.

Examples:

Ondaatje, Michael. *The English Patient*. New York: Vintage, 1992.

Berlage, Gay. *Women in Baseball: The Forgotten History*. New York: Greenwood, 1994.

If it is a BOOK, by two or more authors:

Format:

First author's last name, first name, and Second author's first name, last name. Title of book. Place of publication: Publisher, Date of publication.

Example:

Smith, Mary, and Tom Jones. The History of Science Fiction. London: Oxford University Press, 1997.

If it is an article in a NEWSPAPER:

Format:

Author's name. "Title of Article." Name of Newspaper Date of Publication: Page Number(s).

Example:

Quindlen, Anna. "Reading and Writing." New York Times 13 Feb. 1994: B27+.

If it is an article in a MAGAZINE:

Format:

Author's Name. "Article Title." Magazine Name Date: Page Number(s).

Examples:

Murphy, Cullen. "Women and the Bible." Atlantic Monthly Aug. 1993: 39-64.

If it is an INTERVIEW:

Format:

Interviewee. Interview by name. Place of interview. Date of interview.

Example:

Thomas, Clarence. Interview by Anita Hill. Washington, D.C. 15 October 1991.

If the information is on a WEB SITE:

General Guidelines:

1. The format is generally the same as for print materials: Who, What, Where, When

Author's Name, Title, Publication Information (in the case of databases), Date of Access, URL.

2. Electronic sources may change often, so you need to say when you viewed the page, as well as when it was written.

3. Enclose URL in angle brackets (< >)and try to keep it on one line.

Format:

Author's Name. "Title." Info for page or database. Date you looked at the page. <URL>.

Examples:

Fox, Justin. "What in the World Happened to Economics?" Time 15 Mar. 1999: 90- 99.

EBSCOhost Web. 2001. EBSCO Publishing. 3 Oct. 2000 <<http://search.epnet.com/>>.

Source: SOTW 2011-12