VIII.   Write the Research Paper

1. Organization of Information
    Now that you have gathered the pertinent
    information, it is time to organize it. You may look
    at the organization of your information as if you are
    organizing your desk drawer or closet. Similar items
    are grouped together for easy access. In writing
    your research paper, you may group your
    information by similar concepts. For example, if
    you are using the web to gather information, you
    may bookmark them under a concept. One of the
    best ways to organize information is to create an
    outline, kind of a skeleton that you will later fill
    with information. In an outline information is
    arranged by hierarchy and sequence. This is done
    by identifying Main Topics, Subtopics,
    detailed information under subtopics,
    Conclusion and Bibliography.. An outline would also contain forward, preface and
    table of contents.

An outline may look like this:

I. Main Topic
    A. Sub-Topic
        1. Detail
        2. Detail
        3. Detail
    B. Sub-Topic
        1. Detail
        2. Detail
        3. Detail
    C. Sub-Topic
        1. Detail
        2. Detail

For example, the book titled "Decision Support Systems in the 21st Century" by George
M. Marakas has the following outline:

Chapter 2- The Decision Maker

2-1 Decision Makers-Who Are They?
2-2 Decision Styles
2-3 Decision Effectiveness
2-4 How Can a DSS Help?
2-5 Chapter Summary

Chapter 4- Decisions in the Organization

4-1 Understanding the Organization

In this example, the title is "Decision Support Systems in the 21st Century"
The author organized the information into
four Main Topics. They are *The Decision Maker, Decisions in the Organization, and Modeling Decision Processes.* These are in turn refined into subtopics such as Decision Models, Types of Probability, Techniques for Calibration, and Calibration and Sensitivity.

2. Citing Sources and Ethical Issues-
While writing your paper, no doubt, you will need outside support for your thesis or point of view. That is, you will use quotes from other researchers. When you incorporate someone else's ideas or material in your paper, you are obligated to give credit to the original author. You can give this credit by citing other authors' works in your paper. These citations must be complete and they include books, journal or newspaper articles, Internet sources. Etc. Failure to cite the source material is unethical and it called " **plagiarism** ".
You can cite your sources properly by using a variety of formats available in the following categories:
Science- *CBE* (Council of Biology Editors)
Social Sciences- APA (American Psychological Association)
Humanities- MLA (Modern Language Association)

History- Chicago Manual of Style.

Tips
You should pick a style that fits your research topic and use it consistently.
Make sure that you provide a complete citation so

that persons reading your research can locate the
information you are citing.
Examples-
Footnotes:

Print materials-
Electronic resources-
Bibliographies:

Print materials-
American Psychological Association (APA) Style
Books-
The bibliographic citation for a book is
generally document as follows:
Anahory, Sam. (1997*). Data warehousing in the real world : a practical guide for
    building decision support systems.*
Harlow, England ; Reading, Mass. : Addison-Wesley.
(Notice that the title of the book is in
Italics)
Journals-
Horn, Andreas L.; During, Rolf-Alexander; Gath, Stefan.
(2001). "Comparison of decision support systems for an optimised application of
compost and sewage sludge on agricultural land based on heavy metal accumulation
in soil."
Science of the Total Environment, v 311, n 1-3, p 35-48.
 (Notice that the title of the journal is in
Italics)
Modern language Association (MLA)
Books-
Anahory, Sam. Data warehousing in the real world : a practical guide for building
decision support systems. Harlow, England ; Reading, Mass. : Addison-Wesley, 1997.
(Notice that the author's name is given
in full and the publication date of the
book is entered at the end of the
citation. There are two spaces after
each period)
Journals- (scholarly)
Horn, Andreas L., During, Rolf-Alexander, Gath, Stefan.
 "Comparison of decision support systems for an optimised application of
compost and sewage sludge on agricultural land based on heavy metal accumulation
in soil." Science of the Total Environment, 311. 1-3. (Jul 20, 2003): 35-48.
 (Notice that the title of the article is in
quotation marks, both the volume and
the issue number and the month or
season and year of the publication is
given. The month or the season and the
year of publication are in parenthesis)
Electronic resources-