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
4-2 Organizational Culture
4-3 Power and Politics
4-4 Supporting Organizational Decision Making
4-5 Chapter Summary

Chapter 5 Modeling Decision Processes

5-1 Defining the Problem and Its Structure
5-2 Decision Models
5-3 Types of Probability
5-4 Techniques for Forecasting Probabilities
5-5 Calibration and Sensitivity
5-6 Chapter Summary

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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-