



RESEARCH HANDBOOK



ALEXIS FOUNDATION

GENERAL

A research paper can analyze a series of events, a policy or an institution. Choose a topic of academic relevance and public interest in which you can actively engage in the research and writing. The paper should be very well structured. All sources in the research paper must be fully acknowledged. This includes all sources from which you derive ideas, analyses or leads, and not simply sources you quote or paraphrase. All internet sources should be accompanied by the relevant citations. **The word limit for the submission is 4000 – 5000 words, exclusive of footnotes and abstract.**

SUBMISSION POLICY

1. The research paper should be original, neither previously published nor in submission/consideration anywhere else.
2. The Editorial Board will follow the Anonymous Peer-Review policy for judging the submissions.
3. The Editorial Board reserves the right to reject or edit any paper whose content is offensive or defamatory, explicitly unethical or if it supports racism, sexual or religious discrimination, illegal activities or terrorism; similarly an article may be refused if the Board deems that it might harm the political or religious sensitivity of interested readers in any manner.
4. The Editorial Board reserves the right to disqualify the paper on account of plagiarism.
5. The research paper should not infringe the copyright or any other right of a third party, if so, the Foundation disclaims any responsibility for copyright violation or any other liability.
6. By submitting the research paper/report, the authors grant to Alexis Foundation, an exclusive right to publish and reproduce their work in all media. Such right is to be given with the view of observing the doctrine of fair use under intellectual property rights subject to attribution of the author.



STRUCTURE OF THE PAPER

1. An introductory section that summarizes the issue/ theme to be examined and tells what you plan to cover in the rest of the paper.
2. A section that traces the development of the issue historically.
3. A critical analysis of the theme and leading developments in the particular field dealing with the issue.
4. A description of the main divergent points of view in contemporary debates over the issue. (What interests are served by each point of view?)
5. A description of alternative and creative approaches to resolving the issue. (Don't hesitate to draw from other fields of knowledge and experience.)
6. A presentation of your rationale for recommending a particular approach or course of action.
7. A conclusion that ties the ideas together and synthesizes the information brought out in the paper.



STYLE AND FORMAT

1. Submissions should be made in MS Word format.
 - Main Text – Times New Roman, font size 12, double spacing, justified, with a margin of an inch on all sides.
 - Footnotes' – Times New Roman, font size 10. Substantive footnotes are accepted.
 - Citation Mode - The Bluebook: A Uniform Method of Citation, 18th Edition should be strictly adhered to.
2. Papers should be paginated. Be sure to make and keep a copy.
3. Your paper's first page should include a paragraph (headnote summary) telling the reader what you plan to cover in the rest of the paper. Be explicit.
4. A heading (or subheading) should appear at least every second page. Strive to begin a new paragraph every five-six sentences.
5. Footnotes must be sequential, e.g. 1 to 50, and may appear at the bottom of the page or at the end of the paper. Give full citations, in a footnote, for all laws and treaties when they first appear in your text.
6. When a document or law is mentioned for the first time, use the full name and year in the text and give a complete citation in a footnote.
7. A case citation in a footnote must include the court, the year in which the case was decided, and the volume of reports in which the case can be found i.e. it should be quoted by a full citation.
8. Generally, try to avoid using quotations. Quotations interrupt the flow, and often you can say it better in your own words. Identify the source of all direct quotes in the text, e.g. Interior Secretary Gale Norton has observed, "....." In a footnote cite the publication or occasion where your source made his or her remark. Again: Never use a quote without identifying the source of the quote in the text.
9. Bibliographies or reference lists are welcome but not required.



10. Avoid excess verbiage. Generally, use short words, short sentences and short paragraphs. Spare the reader high-flown rhetoric, windy generalizations, lame clichés, and uncritical thought.
11. Do not use long words such as "utilize" when a short word such as "use" will suffice. It's hard to see the advantage of the long words, when shorter ones can do the job.
12. Do not say "This paper will explore..." The paper is not a person. Say, "In this paper, I will explore..."



RESEARCH STRATEGIES

1. First, conduct a thorough search of the library literature. Primary sources of research should be browsed through first before switching to the secondary sources. Refer to books, recognized periodicals, publications. The researchers are also encouraged to use e-databases subscribed by the libraries of their respective colleges. Interviews of knowledgeable professors and recognized leaders or experts is also permitted. Interviews will give your paper more credibility and will enable you to make an original contribution to knowledge.
2. Use primary sources—original cases, documents, and interviews—whenever you can. Contemporary, legal and other scholarly journal articles are desirable secondary sources. Use newspaper and magazine stories only to complement your other materials.
3. When discussing a particular issue, controversy, or conflict, ask yourself whether you have identified the major players and the interests they represent.
4. When reviewing and assessing the effectiveness of a policy, you ought to ask: Is the policy accomplishing its purpose? (If not, why not?) Which interests (economic and/or political) have benefited or been hurt by the policy? Have certain interests taken control over implementing (or undermining) the policy?
5. When discussing a law, explain not only what the law says but how it works.
6. Stop researching when you have enough material to substantiate your claims, enlighten your reader, and put the problem in context. You must make sense of what you have gathered and learned. Too much time devoted to the research will leave you too little time for intelligent writing. You ought to spend 60% of your available time - researching and remaining 40% - writing.



WRITING STRATEGIES

1. Writing a paper is an interpretive process. After you have gathered the necessary materials, sit down and start writing freely. Just get your ideas down on paper. When you review what you've written, remember that vigorous writing is concise. A paragraph should contain no unnecessary words or unnecessary sentences.
2. Spend time perfecting your introduction. It should be tightly written and clear. Do you have a main contention or finding? What is the central issue? Define it. Explore its origins and historical development.
3. Your opening paragraph is especially important. It must capture the reader. It must also provide a few hard details that tell the reader why you are writing this research paper and why she/he ought to read it.
4. Strive for cadence, balance, and logical sequence. Think about the logical progression of your arguments. Present facts chronologically and in an organized fashion. Make the connections between various pieces of information; don't leave it up to the reader.
5. EDIT, EDIT, EDIT!!! This cannot be stressed enough. Recast and tighten your material. Have the courage to cut.
6. Correct spelling, punctuation, and typographical errors. Leave at least one hour for proofreading before submitting your draft. (Poorly edited and proofread papers show lack of care, and will turn off the reader.)

BEST WISHES!

