

**Applied Research Project
Political Science 5397
Checklist for ARP's after the Oral Exam**

(see second page for explanation)

1. **Cover Page Complete** ____
2. **Abstract** (150-200 words) ____
3. **About the Author** (100 -200 words) ____
4. **Page Breaks between Chapters** ____
5. **References** ____
6. **Include Texas State ARPs as References** ____
7. **Use Chicago 15 Notes style** ____
8. **Include "Missing Link" and "Philosophy of Science" as References** ____

- 1 Cover Page Complete:** This is the page with faculty approval. Include the names of all the committee members. Put MPA after the name of the outside reader. Note: the library puts the first page on e-commons together – start with the faculty approval page.
- 2 Abstract (150-200 words):** Place after the title page. Be sure to discuss purpose, methods and findings.
- 3 About the Author (100 -200 words):** Place after the abstract. Stress education, honors, military background, employment history and volunteer experience. If possible show personal connection to the topic (e.g. work for agency). Include a personal email (optional). Do not use a Texas State email. Include a picture particularly if it is topic/job related – this is optional.
- 4 Page Breaks between Chapters:** Sometimes when converting to pdf, ecommons versions put the beginning of a chapter at the bottom of a page. Page breaks (Insert menu in Microsoft Word) prevent this problem.
- 5 References:** Double check to be sure all references in the text are in the bibliography.
- 6 Include Texas State ARPs as References:** Include at least 5 Texas State ARPs that are on related topics. See Brian O’Neill’s footnote 2 and bibliographic entries for examples of how to do this (<http://ecommons.txstate.edu/arp/270/>).

In the bibliography cite ARPs

O’Neill, Brian. 2008. A model assessment tool for the Incident Command System: A case study of the San Antonio Fire Department. *Applied Research Projects*, Texas State University. Paper 270. <http://ecommons.txstate.edu/arp/270>

- 7 Use Chicago 15 Notes style:** Check again to be sure you have used the correct bibliographic style.
- 8 Include “Missing Link” and “Philosophy of Science” articles as References:** Be sure to reference the “Missing Link and the “Philosophy of Science” articles. Include these articles in the chapter that discusses the conceptual framework or in the operationalization of the conceptual framework section of the Methods Chapter. The parenthetical reference can be in a footnote.

In the bibliography cite these references as follows.

Shields, Patricia M. 1998. Pragmatism as philosophy of science: A tool for public administration. *Research in Public Administration* 4: 195-225.

<http://ecommons.txstate.edu/polsfacp/33/>

Shields, P. and H. Tajalli 2006. Intermediate theory: The missing link in successful student scholarship" *Journal of Public Affairs Education* 12 (3): 313-334.

<http://ecommons.txstate.edu/polsfacp/39/>