MASTER OF CRIMINAL JUSTICE

GUIDELINES FOR THE FULL YEAR (12 POINT)
SUPERVISED RESEARCH PAPER
Part 1 LAWS8563 and Part 2 LAWS8571

GENERAL GUIDELINES

The 12 POINT Research Paper involves supervised research over two semesters of the academic year. Accordingly, students wishing to undertake this unit must first discuss their proposed topic with a member of staff who is willing to supervise the research.

A student wishing to undertake the Research Paper must give the Director of Studies (currently Dr Frank Morgan) a written proposal containing the following information:

a) Title of the Proposed Research Topic.
b) Name of the proposed supervisor.
c) Either a synopsis of the envisaged contents of the proposed research paper or a detailed outline of the method and direction that the proposed research will take. (As a guide, this synopsis or outline should be between 500-700 words in length.)

As soon as possible after submission of the proposal, the Director of Studies will inform the student whether it has been approved.

The completed research paper must be at least 12,000 and 16,000 words (excluding footnotes, tables, bibliography and any appendices).

Students should apply to commence the research paper either at the start of the University's first semester (February) or at the start of the second semester (July).

The required numbers of copies of the completed research paper must be delivered to the research paper co-ordinator by the first week of October where candidature commenced in February, or the first week of April the following year where candidature commenced mid-year. An application for an extension of submission date must be made to the research paper co-ordinator at least two weeks prior to this date.
STYLE AND FORMAT

While there is no rigid style guide for the presentation of Supervised Research Papers there are some general standards which must be observed.

a) Presentation

Papers must be typewritten on one side only of good quality A4 paper, and be cleanly presented. The typewriting must be with one and a half or double spacing between the lines.

Typing of the paper is the responsibility of the student. For students with a difficulty, (e.g. due to disability) some assistance may be provided through the University's Student Support Service. Please contact the co-ordinator of the Student Support Service if you have such problems.

b) Footnotes and Endnotes

The footnotes or endnotes must be numbered consecutively, and numbering should be recommended for each chapter. They should be used sparingly and not used simply to inflate the document. Footnotes or endnotes must, above all else, be accurate.

If Latin terms are employed, such as *supra*, *ibid*, *op cit* and *loc cit*, then they should be properly understood. It is, perhaps, preferable to avoid them entirely, and to repeat the full reference in a footnote or endnote every time a note is made, if for no other reason than it enables the reader to quickly determine to what source the ibid or supra relates.

c) Introduction

The Introduction should provide a synopsis of the key issues and themes which are addressed in the research paper.

d) Headings and Sub-Headings

There should be a logical break between one chapter and another, and between one subdivision within a chapter and another. Whenever possible, subdivisions should be marked by headings or subheadings. Each chapter should be commenced on a new page, with a title that reflects its contents.

It is often helpful to present a short summary at the end of each chapter of substantive argument. This assists not only the reader, but also assists in drawing the threads of the arguments together in writing the Conclusion.

e) Language and Expression

Examiners at times make adverse comments about papers that: make excessive use of jargon; use complex, long sentences; and are verbose. While colloquialism should be avoided, it is possible to write in a style which is simple, concise and clear.
f) Quotations

Quotations should be used sparingly. Research Papers should avoid simply stringing together lengthy quotations. Of course, some quotation is desirable, but over-employment of quotations can lead to the impression that the student has nothing of any originality to say and to a lack of critical evaluation.

g) Grammar, Spelling and Punctuation

These must be of the highest order. Spell-checkers on word processors are valuable aids, provided that the spelling is that currently accepted in Australia. However, there is no substitute for conscientious and painstaking proofreading.

h) Bibliography

A thorough bibliography of secondary materials (articles, books, research reports, law reform reports and so forth) must be included. This bibliography must be set out in alphabetical order of authors. In the case of institutional reports, where no personal author is nominated, the name of the institution should be shown as the author. In the case of anonymous comments, these may be listed under "comment" or "anonymous".

i) Appendices

Appendices may be attached to the Research Paper, and may be read by the examiner and the assessor, but do not form part of the examinable material if they take the textual material over the word limit. Appendices should not involve additional argument but may include tables or summaries of material which is discussed in the text of the research paper.

j) Proof-Reading

It cannot be emphasised strongly enough that a research paper must be thoroughly proof-read and corrected, not only for spelling, grammatical and other errors but also to ensure that slips of terminology do not appear, e.g. that a Bill is not called an Act.

The supervisor is not to be regarded, nor treated, as a proofreader. Proofreading is the responsibility of the student and evident lack of it will be reflected in the marks awarded.

SUBMISSION

Submission Date

The required number of copies of the completed research paper must be delivered to the Research Paper Co-ordinator by the first week of October where candidature commenced in the February, or the first week of April the following year where the candidature commenced mid-year. An application for an extension of this submission date must be made to the Research Paper Co-ordinator at least two weeks prior to this date.
Number of Copies

Candidates must submit ONE original and TWO duplicates of the research paper. The original MUST NOT be permanently or spiral bound before submission, but should be submitted in such a manner that the pages are held securely together and should be submitted in a plastic envelope, manilla folder, spring-backed binder or similar system which leaves the full width of the paged intact for later binding. The duplicates may be permanently or spiral bound, but this is not essential.

The Crime Research Centre will not supply copies of the research paper to candidates; the candidates should retain a copy before submission.

Upon submission, candidates are required to certify the word count of the thesis. This should be included on the attached cover sheet.

MARKING

The marking is undertaken by one examiner and one assessor, ordinarily the person who has been appointed as the supervisor of the Research Paper.

The examiner is responsible for preparing a draft report on the research paper. This will discuss both the scholarly strengths and weaknesses of the research paper, and its presentation. The report will normally be of one or two A4 pages of typewritten comments. The examiner submits the draft to the assessor, with the mark which the examiner proposes to recommend to the Board of Examiners. It is the usual practice for the examiner and the assessor to read the research paper independently and to reach tentative views about the merits of the paper before discussion takes place between them.

While the examiner has ultimate responsibility for the report and the mark, it is the aim of the examiner and the assessor to agree upon the comments and the mark.
THE UNIVERSITY OF WESTERN AUSTRALIA

CRIME RESEARCH CENTRE

MASTER OF CRIMINAL JUSTICE
GRADUATE DIPLOMA IN CRIMINAL JUSTICE

SUPERVISED RESEARCH PAPER
ASSIGNMENT COVER SHEET

LAWS8563 and LAWS8571 Supervised Research Paper
(12 Point)

DUE: Insert Date

Student Number: ____________________________________________

Word Count: _______________________________________________

By submitting this assignment I certify that:

- I have read and understood the Faculty of Law Policy on plagiarism;
- This assignment is my own original work and has not been submitted for assessment in any other unit or course;
- I acknowledge that my assignment may be scanned or otherwise electronically examined for evidence of plagiarism or collusion; and
- I acknowledge that my assignment will not be marked unless an electronic copy is received.

Signature: ___________________________ Date: _____________________

Assignment is to be submitted BOTH by mail and by email:

- Hard copy by mail or in person to the Crime Research Centre, 14-16 Parkway; AND
- Electronic version by email to crcessays08@biz.uwa.edu.au IMPORTANT: ensure that both your student number and the unit’s number (eg 10213426_LAWS8563&LAWS8571) are inserted in the subject line of the email

Note: Assignments will not be marked if an electronic version is not received