



University of Central Arkansas EMLS Professional Paper

Educational Media Library Science
Department of Middle Secondary and Instructional Technologies
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Conway, AR 72035
501 450-5497

Research Options

Each student applying for the Master's Degree in the Educational Media Library Science program is required to successfully complete either a professional paper or a thesis. Students should consult with their graduate advisor for guidance in selecting the professional paper or thesis option and the research topic.

Purpose of the Professional Paper

The professional paper has been identified as a culminating experience for graduate students. As a capstone to the academic program, this scholarly activity communicates the expectation held by the faculty that graduates take a leadership role in their jobs, in their regions, in the state, and in the nation. This paper demonstrates the student's ability to evaluate, collect, organize, and communicate data consistent with criteria posed for scholarly presentations and publications.

The requirement for a professional paper provides:

1. A mechanism for reinforcing skills learned within the research methods course.
2. A vehicle for determining whether or not the professional skill of written abilities is evidenced by the candidates.
3. Opportunities for the student to publish and make a contribution to the profession.

Requirements

Students working towards a graduate degree in Library Media and Information Technologies should take EMLS 6398 Research Methods prior to writing their papers. Most students begin work on the professional paper after completion of this course. The purpose of the research methods course is to provide the skills for researching and writing a research report.

1. Two members of the departmental faculty will function as a Paper committee. The student's advisor will function as chair of the committee assuming primary responsibility for directing and monitoring the research and the writing of the paper. The other faculty member is to be selected by the student.
2. The student should submit a proposal of the subject of the paper to his/her advisor. The advisor will then notify the student of its acceptance or suggest other avenues for the student.
3. The student should provide copies of the above to the other member of the committee once the topic has been accepted.

4. The student should confer with the advisor and committee member periodically during the research and writing of the paper. They will direct revisions as needed. The advisor will inform the student as to the degree of interaction necessary. Criteria against which the paper will be judged by the advisor and committee faculty member will be those standards typically applied to professional journal publications.
5. Students should submit one copy of the completed paper to each committee member at least six weeks prior to graduation. Without approval of the final version of the professional paper, a student will not graduate.
6. One original and one copy of the paper with each having a title page appearing as the first page of the paper must be submitted to the student's advisor no later than 1 week before graduation. Original signatures on these pages by the student's committee and the Coordinator will constitute final approval of the paper.

Publication

One of the primary purposes of the professional paper is to provide students opportunities to make a contribution to the profession by sharing the results of their research efforts through publication in professional journals and presentations at professional meetings. Students are therefore urged to submit their papers to appropriate journals for publication and/or submit proposals for presentations of their papers at conferences of professional organizations. Advisors for professional papers will provide students with guidance in selecting appropriate vehicles for dissemination of their research efforts.

Students may elect to include within their professional paper a disclaimer giving permission to any faculty member within the department to edit their completed professional paper and to submit the paper for publication or presentation. In those instances where permission to edit and publish or present the student's research is given, the student's name will appear as first author thereby clearly indicating the student as primarily responsible for intellectual content. The disclaimer page, if used, appears within the professional paper immediately following the title page.

Style Guidelines

The style manual required for all professional papers and these within the EMLS program is the *Publication Manual of the American Psychological Association* (APA). Copies may be purchased at the UCA bookstore. The paper is produced as a "final" manuscript rather than a "copy" manuscript for a journal article – refer to the APA manual Appendix, "Material Other Than Journal Articles."

A word processor must be used to key the final copy. This word processor package may be of the student's choosing, but the final copy must be printed on a near letter quality printer. A sample of the type to be used should be approved by the student's advisor.

Binding the Professional Paper

The three acceptable methods for binding the professional paper are:

1. Comb binding
2. Thermal binding
3. Velobind

Comb and thermal binding equipment is available in the Technology Learning Center. Velobinding is available at many photocopy centers.

Both the front and back covers should be made of the same durable material – such as cover stock of the high-quality, laminated heavy paper. The front cover should be labeled with only the title and the author's name using a pressure sensitive label or a window opening. Two bound papers – the original and a copy – are submitted to the department.

Typing Guidelines

Title Page

This page is the first page of the paper. Include the title, author's name, and date following the *Title page* example using inverted pyramid style. The date on this page is the month and year of graduation. Do not number this page.

Signature Page

This is the second page in the document and is set up according to the *Signature page* example. Do not number this page.

Resume

Include a one-page professional resume as the third page in the document. Do not number this page.

Disclaimer

This is an optional page. If used, follow the *Disclaimer page*.

First page of text

Begin this page with the inverted, centered title of the paper. Start the numbering sequences on this page with the numeral "1" centered at the bottom of the page. Pagination is done with a page number appearing on every following page of the paper. Position each page number in the upper right-hand corner (within the margins) of each page. Exceptions to the right-hand position include the first page of text (and if chapters are used, the first page of each chapter), the first page of the appendix (if used), and the first page of the references. These sections begin with the page number centered at the bottom of the page.

Running Head

Do not use a running head for the professional paper.

Paper margins

1.5-inch left-hand, 1-inch right-hand, 1-inch top, 1-inch bottom.

Spacing

Double-space the text of the paper. Indent each paragraph five spaces and follow current APA Manual.

Figures and Tables

Incorporate figures and tables into text. Do not place figures and tables at the end of the paper. Do not use “insert here” for final manuscript.

Parts of the paper

Although terms used are negotiable and not all parts must be labeled, most papers follow this general order: Introduction, Need for the Study, Review of the Literature, Methodology, Results, Summary, and Conclusions.

Progress Checklist

Task	Deadline	Date Completed	Notes
EMLS 6398 Research Methods completed	Before completing 15 hours if possible		
Second paper committee member approved			Graduate advisor is chair of paper committee
Topic discussed with professional paper committee			
Proposal			
Research and writing of paper			Confer with paper committee
Complete manuscripts delivered to each committee member	6 weeks prior to graduation		
Committee approval			
Final bound copies submitted.			1 original and 1 copy.
Final approval			

PREPARING THE EDUCATIONAL
MEDIAL LIBRARY SCIENCE
PROFESSIONAL PAPER

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REFERENCES

Alamond, J. (1972). Rationale for school media libraries.
Kentucky Library Association Bulletin 36, 29-31.

(USE the latest APA style manual for formatting
references.)

