**24 TS CADET PAPER GUIDANCE**

5 Aug 16

1. **General Formatting**
   1. All style and formatting guidelines can be found in the following documents:
      1. AFH 33-337, The Tongue and Quill (27 May 15 w/incorporated change 1, 19 Nov 15)
      2. AU-1, Air University Style and Author Guide (Second Edition)
      3. 24 TRS Cadet Paper Guidance (20 Jul 16)
   2. There will be one single-spaced lines between the title and first line of text.
   3. All text will be Times New Roman 12 (this includes ID line and page numbers).
   4. Papers will be written in third person – personal pronouns are not authorized.
   5. ID line will be formatted as follows:
      1. Cadet Xxxxxx/Sq/FM/X-XX/02 Feb 15
      2. No spaces between slashes
      3. 1st entry: “Cadet \_\_\_\_\_\_ (last name only)”
      4. 2nd entry: “24 TRS”
      5. 3rd entry: “FM” (Flight Member)
      6. 4th entry: “X-XX” (flight number)
      7. 5th entry: “ DD Mmm YY” (date submitted)
   6. Paper will be submitted to Blackboard with the following naming convention:
   7. “Last Name\_Flight#\_Class#” 🡪 “Smith\_1-11\_16-03”
   8. Main points will be addressed in separate paragraphs.
2. **Documentation (AU-1, Chapter 5.0)** AU-1 5.5
   1. All factual information must be referenced. In text, put a superior (superscript) number at the end of a sentence or at least at the end of a clause, following any punctuation mark (except a dash) or a closing parenthesis.
      1. If more than one reference is utilized within a paragraph, place each respective citation at the conclusion of the paraphrased information.
      2. Direct quotes will be referenced immediately after use, even if the quote is from the same source as the entirety of the paragraph. In this case, a separate citation would be required for the direct quote *and* the paraphrase. In the example below, both citations are from an identical source.(AU-1 5.7)
      3. *Example:* Furthermore, the United States has a Mutual Defense Treaty with the Philippines that specifically states that “an armed attack on either of the Parties is deemed to include an armed attack on the metropolitan territory of either of the Parties, or on the island territories under its jurisdiction in the Pacific or on its armed forces, public vessels or aircraft in the Pacific.”2 The United States and the Philippines reinforced this treaty in 2011 with the Manila Declaration.3
   2. All reference formatting will be IAW AU-1, *The Air University Style Guide, Second Edition.*
   3. Reference citations within text will utilize superscript numerals.
      1. *Example:* World War One generated a total of over four million refugees.1
   4. Citations will ascend sequentially with each use. Identical sources will not have an “assigned” citation number – all numerals will ascend sequentially throughout the document regardless of how many times a source is cited.
      1. *Example:* In 2013 the United States imported more than $4.8 billion in trade goods with Algeria.3 In that same year the United States exported over $1.8 billion in goods to Algeria.4 Algeria has hosted senior military leader visits, as well as allowing ships to port there. Likewise, the United States hosted an Algerian ship in United States ports. United States funding is provided to help Algeria combat al-Qaeda in the Islamic Maghreb. Algeria is a member of the United Nations.5
      2. Sources “3” and “5” above are from an identical source, but adhere to the sequential citation requirement.
   5. Full reference citations will be placed on a separate page utilizing endnotes.
   6. Single-space within citations and double-space between citations.
   7. The following examples denote the most common citations for papers. However, this is not a complete list – see *AU-1, Appendix A* for additional note citation guidance:

1. Edward M. Rogers, *The War to End All Wars: The American Military Experience in World War I* (Madison, WI: University of Wisconsin Press, 1986), 215.

- *Books by a single author*

2. Dr. Robin Higham and Dr. Mark P. Parillo, “Management Margin: Essential for Victory,” *Aerospace Power Journal* 16, no. 1 (Spring 2002): 22, http://www.airpower.maxwell.af.mil/airchronicles/apj/apj02/spr02/spr02.pdf.

*- Online Journal*

3. Jessica Reaves, “The Future of the US Air Force,” interview with Chuck Hagel, Time, 14 March 2010, <http://www.time.com/time/nation/>article/0,8599,102443,00.html.

*- Online Magazine*

4. Alison Mitchell and Frank Bruni, “Scars Still Raw, Bush Clashes with McCain,” *New York Times*, 25 March 2001, <http://www.nytimes.com/2001/>03/25/politics/25MCCA.html.

*- Online Newspapers/ News Services/News Sites*

5. *The World Factbook*, s.v. “Italy,” CIA, accessed 11 August 2014, https://www.cia.gov/library/publications/the-world-factbook/geos/it.html.

- *Original web content from online sources other than periodicals without*

*author.*

6. George Friedman, “New Dimensions of U.S. Foreign Policy Toward Russia,” STRATFOR Global Intelligence, <https://stratfor.com/weekly/new-dimensions-us-foreign-policy-toward-russia>.

*- Original web content from online sources other than periodicals with*

*author.*

* 1. IAW AU-1, 5.5., “Ibid” may be used for successive citations, shortened references will be used for subsequent references.
  2. The title of the reference page will be “End Notes”, center justified.
  3. There will be one single-spaced line between the title and first line of text.
  4. All citations will match the numerical order from the text.
  5. The first line of each citation will be indented two spaces.
  6. Second and subsequent entry lines within the citation will be left justified.
  7. Papers will include a minimum of three different sources.
  8. Cadets who are published authors may reference their own work as required.
     1. “Published” is defined as inclusion in professional journals, publications, or other areas of academia.

1. **Introductions and Conclusions.**
   1. BPs/PPs will include an introduction, three main points, and a conclusion.
   2. Introductions must contain a clear statement of purpose and outline main points for the paper.
      1. *Example*: This background paper is on Cuba. It will highlight the political systems, economy, and United States’ interests in Cuba.
   3. Conclusions will restate the main topic and main points.
      1. *Example*: This background paper was on Cuba. It covered the political system, economy, and United States’ interests in Cuba.
   4. BP Conclusions will not include new information, opinions or predictions.
   5. Opinions or predictions included in a PP conclusion must be clearly supported by the facts/evidence in the body of the paper. Advocating a position requires more than a statement of opinion – Cadets must present a logical argument, reinforced by facts, that ultimately exhibits clear support for their respective position. Finally, PP conclusions will not include new information.
2. **Main Point Information**
   1. Background Paper
      1. Approved Topic Country List:

|  |  |  |
| --- | --- | --- |
| **REGION: USEUCOM** | **REGION: USCENTCOM** | **REGION: USAFRICOM** |
| France | Afghanistan | Algeria |
| Germany | Egypt | Democratic Republic of the Congo |
| Greece | Iran | Ethiopia |
| Israel | Iraq | Somalia |
| Russia | Pakistan | South Africa |
| Serbia | Saudi Arabia | Sudan |
| Turkey | Syria | Tunisia |
| United Kingdom |  |  |
| **REGION: USNORTHCOM** | **REGION: USPACOM** | **REGION: USSOUTHCOM** |
| The Bahamas | China | Brazil |
| Mexico | India | Colombia |
|  | Democratic People’s Republic of Korea | Cuba |
|  | Republic of Korea | Haiti |
|  | Vietnam | Honduras |
|  |  | Venezuela |

* + 1. Approved Country Main Point Choices

1. 1) Political System, 2) Economy, 3) History, 4) Family structure, 5) Religion,

6) Education, 7) Military, 8) Language, 9) Geography

\*Note- the above categories only apply to Main Points (MP) 1 & 2. The third main point must be “United States’ Interests” – there is not another option for MP 3. Additionally, the interests discussed must directly tie MP 1 & 2 to the national security of the United States.

* 1. Position Paper
     1. Topic choice: Cadet’s choice, must be a current and arguable AF issue
     2. Format: 2 options
        + Problem/Solution (1. State the problem, 2. Discuss potential solutions, 3. Identify the best solution and prove why it is the best”
        + Pro/Con/Pro (1. State the Pros of your argument/position, 2. State the Cons of your argument/position, 3. State the most convincing pros of your argument and prove why)

1. **Quotations**
   1. Quotations are used to enhance, not replace, the *author’s work.*
   2. Effective quotations require *the author* to provide appropriate context – simply placing direct quotes in the body of a paper is incorrect. Also, quotes should not be used to state basic factual information. The first example below demonstrates proper utilization of direct quotes; **the second example does not**.

*An example of the cost difference and savings of moving missions is “that the reservist in drill status is the least expensive on a yearly basis, costing about 16 percent of an active service member.”13 Another illustration of cost savings is that the ANG “provides roughly 33 percent of the Air Force’s capability at 7 percent of the budget.”14*

*“Saudi Arabia is located in the Middle East and features a desert climate.”1 The Saud monarchy has been ruling the country since 1932. “King Ibn Saud was the first leader of Saudi Arabia to embrace the West.”2*

* 1. Paragraphs comprised of 100% direct quotations are not authorized.

1. **Paraphrasing (AU-1 pg 143)**
   1. The word *paraphrase* is defined as “…a restatement of a text or passage giving the meaning in another form”.
   2. Changing punctuation, tense, or a small amount of content does NOT transform a direct quote into paraphrased material.
   3. Proper paraphrasing is an author’s restatement of a cited source *in their own words.*
2. **General Guidance**
   1. All information must be factual-research sources must be presented upon request.
   2. **Plagiarism**—you must adhere to the guidelines spelled out in AU-1, 5.6 which define plagiarism. Failure to adhere will result in a failed paper and possible Honor Code violations.
   3. Though there may be the appearance of conflicting guidance between AFH 33-337, AU-1 and this document, be sure to adhere to the following order of precedence of authority for areas where guidance is given for similar situations:
      1. 24 TRS writing guidance
      2. AU-1, AU Style and Author Guide
      3. AFN 33-337, The Tongue and Quill