



PACIFIC LEADERSHIP ACADEMY



RESEARCH PAPER GUIDELINES FOR FELLOWS AND CONSULTANTS

In general:

Your research paper is the capstone of your Senior Leader experience. It represents the distillation of your class learnings, IAPs, and outside readings on a selected topic. Based on your own thoughts and the facts and ideas you have gathered from these sources, the paper is a creation that is uniquely yours. The experience of gathering, interpreting, and documenting information, developing and organizing ideas and conclusions, and communicating them clearly represents the final step in your journey through the PLA's Senior Leader Program.

Regarding format:

- Use a standard, 12-pitch font, 1.5" left margin and 1" right margin
- Single spaced paragraphs, double space between paragraphs
- Do not use footnotes at the bottom of the page; but use cites as appropriate endings of sentences with a list of references/bibliography at the end of the paper. This is not counted as one of the 8-10 pages.
- Final paper should be 8 - 10 pages. Anything over 10 pages will not be read

Outline:

1. **Cover/Title page** (not included in the 8 – 10 page count)
 - Provide title
 - Your name
 - Senior Leaders Program – Pacific Leadership Academy 2006.
2. **Executive Summary** (1 page) – an introduction, a one-page summary statement designed to provide a quick overview of the full-length report. Provides an introduction of your key themes, projects, issues, a-ha's."
3. **Body** of the research paper – again, the summation of your learnings, IAPs, and outside readings
4. **Conclusion** – describe the "what next"...how are you going to apply all that you have gained be it content or networking, or connections via your consultant or Fellow classmates.
5. **References** - list in alphabetical order, per APA format (see also: http://www.vanguard.edu/faculty/ddegelman/index.cfm?doc_id=796)
6. Use spell and grammar check before submitting your paper.
7. Use your **last name** to name your document when you save it and send. This will allow us to track and record your papers efficiently.

Grading Criteria:

- Timeliness
- Clear Written Communication
- Demonstration of Leadership Competencies
- Value added to the individual Fellow and organization

Need help? Call your Consultant or Yvette Flynn