



Format for UCTI Working Paper Series

by

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Introduction

In this section you should consider the context of your paper, what you intend to tell the readers and what sort of conclusion you are intending to make.

In this example paper the reader will be guided through a number of key areas to identify criteria for a working paper.

The reader will be exposed to the ideas of paper structure and content. More information can be found in my lecture notes on writing a dissertation (Seddon: 1997).

Section 1: Why do you need to produce a working paper?

Working papers are used:

- As a draft version of documents that you intend to present at conferences or that you intend to publish;
- To demonstrate your research capability and to establish a claim for originality in the case of 'pure' research.
- To highlight aspects of good practice which other staff may find useful to know about.

These are not necessarily the *only* reasons, but provide a good starting point.

For more information the reader is directed to documents such as those produced by the Industrial Society (Vidal-Hall, 1988).

Section 2: What might we be seeking to convey to the reader?

Working papers are written as much for the benefit of the reader as for the benefit of the writer and as such should provide:

- An understanding of why the work/research done is worthwhile and useful;

- Awareness of any related work performed elsewhere (and how it relates to your own work);
- An appraisal of the significance and degree of success/relevance of your own work;
- Ideas for future work.
- Etc.

Section 3: What should the structure of the paper be?

Each author has a style of their own when writing which should not be suffocated by over use of standard structures/styles etc. However, a number of areas need to be considered:

- Logical structure: determines how the document is organised and partitioned. This is fairly independent of content;
- Technical content: determined locally and specific to a given project/research area;
- Presentation style: individual, but needs to consider some rules;
- Assumptions (context): determined by the intended audience/readership, their expected level of knowledge and familiarity with each aspect.

Contributions to the UCTI Working Paper Series are to follow the standard presented in this paper but it is important to note that it may be necessary to change the format when a paper moves from working paper to publishable paper.

This information will be provided by the publisher or the conference organising committee.

Section 4: Some important points to remember

The working paper is a stepping stone towards publication and as such the high standards required by publishers and conference

organisers should also be addressed at this early stage of publication.

It is important to remember the following:

- Spell check the document;
- Check grammar – ask a colleague to read through the document before it is submitted as a working paper;
- Ensure there are no key concepts missing which would result in the reader being confused about what the working paper's purpose is.
- Ensure that professional standards are met in the document.

Section 5: To cite or not to cite...

The use of citation/bibliography is an area worth considering even for those already involved in research.

- Bibliography sections are mainly suited to
 - books
 - review articlesbut may be appropriate where the project involves a large degree of surveying of a field;
- A reference section should **always** be included, and used to support your arguments by means of citation.

It is important to record ALL sources of information at the time that you find them. It is very difficult to track down reference a month or two after it was originally found.

Section 6: Citation Style

UCTI follows the suggestion of Staffordshire University and has indicated that the **Harvard Style** of citation should be used in research papers/dissertations (Wilcock, 1995).

If a paper is to be published in a journal or presented at a conference you will often find that the required style is different.

The Harvard Style labels references by author surname and year of publication. Examples can be seen in the references section of this example paper, or can be found on the UCTI library website.

Conclusion

Obviously you will need to draw on what you have discussed in the rest of your working paper so this section should bring together all of the ideas discussed and make your own conclusions based on the facts and your own ideas.

Important things to consider here:

- Keep it brief;
- Provide a structure;
- Look back at the areas discussed in the paper;
- Be analytical;
- Draw your conclusions;
- Make any suggestions to enhance the area discussed/consequences of the way that the area is developing.

References

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