



## **Paper Guidelines**

### **Research Proposal**

#### **a. *Introduction***

Include background information that introduces the research topic and explain the relevance to Egypt or the greater Middle East.

#### **b. *Thesis Statement***

What do you intend to prove or explain in this paper? This can be only a sentence or an entire paragraph explaining the purpose of the paper.

#### **c. *Literature Review***

What other sources exist on this topic? What is the current range of ideas? Do scholars support your thesis, or oppose it, or both?

#### **d. *Methodology***

In this section, you should explain his/her intended techniques of gathering evidence to support their thesis. This can include interviews, library research, internet research, investigations, etc. Above all, these methods must take into consideration the length of the internship as well as the hours per week that will be devoted to the project. Language barriers should also be accounted for, as an English-speaking interview subject or translator may not always be attainable.

#### **e. *Preliminary Bibliography***

Include your sources, whether from the literature review or other sources of evidence for your research that you have been able to find at this point.

#### **f. *Timeline***

Set reasonable deadlines for yourself so that you are sure to be able to finish your paper within the time you intend to spend at your internship. This should include dates for a completed research proposal, a first draft, a second draft, and a final. These dates may be affected by whether or not you plan to publish in our quarterly, which is released in March, June, September, and December.

## **Paper Guidelines**

#### **a. *Citations***

Above all, your paper(s) **MUST** have proper citations that meet the standard of university academic guidelines.

All citations, except those from *Arab-West Report*, should be written in footnote format using the [Chicago Manual of Style](#).

*Arab-West Report* citations should appear this way:

Author First Name, Last Name, "Article Title," *Arab-West Report*, Week #, Art. #, Month Day, Year, article link.

Each chapter should include a full bibliography in addition to the footnotes provided. This involves a slightly different format and both are given on the Chicago Manual guide linked above. For AWR citations, this would mean simply placing the last name before the first name in the bibliographic citation.

b. ***Length***

Papers need not be of a certain length, but should cover the topic thoroughly.

c. ***Formatting***

All papers should be submitted in .doc or .docx file format. Font should be 12 point, Times New Roman, with page numbers on the bottom right-hand corner. Text should be single-spaced and paragraphs should not have a space between and include an indent at each new paragraph.

d. ***Abstract***

Each paper should be submitted with an abstract. This can be written in roughly 3-4 sentences and should include a brief overview of the paper highlighting the most important elements of the paper.