**How to write a research paper?**

**BASIC ATTRIBUTES**

• Clearly outline the problem/goal: introduction

• Discussion based on critical analysis of existing body of research: body

• Summary, which also includes one‘s own, well-argued conclusions of the research: conclusion

**SELECTION OF THE TOPIC**

• What is the research problem? What is an interesting question?

• What are the research objectives? Do I have a thesis that I want to argue for?

• How will the research be conducted? How can I prove or strengthen my arguments?

• Possible title?

• With whom can I consult on the topic?

• Can I find enough empirical material to carry out the research? (E.g. researching the education levels of Al Qaeda members may turn tricky, as finding sufficient selection of Al Qaeda members may prove difficult)

• Has the topic already been researched in academic literature?

Consider what kind of research suits you best: are you better in working with theoretical frameworks, systematic analysis of available data, collecting information on research that has already been carried out? Based on that, you research could be

- inventive

- summarizing

- routine

**FORMAL REQUIREMENTS:**

Each research paper should include **a title page**, which bears:

o the name of the author

o title of the paper

o author’s affiliation (Department of American Studies)

o year of study (e.g. 1st year)

o date of handing the paper in

• The name of the author and the title of the paper may be included on every page in the header.

• Technical requirements: 1 page A4 equals cca 1,800 keystrokes (including spaces)

• All pages (the title page aside) must be numbered

• Pages must be stapled together

• Every research paper should include **footnotes or endnotes**

• Every research paper must include **list of used literature** (bibliography) –the list may be divided into different sections (primary/secondary documents), the list should be in **alphabetic order**, according to the surname of the author. For more details, see section on *Writing the list of used literature* below.

• **Research paper may also include:**

o Annex

o List of abbreviations

o Tables

o Graphs

o Pictures

**CITATION QUICK GUIDE**

There are numerous ways of writing bibliographic citation. **If you write an article for a journal/magazine, check with the publisher for their guidelines**.

Basic information can be found in the following websites:

1. for the [Czech norm of citations](http://www.citace.com/)

2. for U.S. norm of citations: [Chicago Manual of Style](http://www.chicagomanualofstyle.org/tools_citationguide.html)

THERE ARE NUMEROUS WAY OF MAKING BIBLIOGRAPHIC NOTES.

Here, we work according to the Chicago Manual of Style. However, if you prefer different style, **the most important rule is to maintain consistency in selected citation norm**.

**HOW TO WRITE A BIBLIOGRAPHIC CITATION in FOOTNOTES/ENDNOTES**

Each bibliographic citation in a footnote/endnote MUST end with a **FULLSTOP** and MUST contain the following items:

**MONOGRAPH**

1. the name of the autor/authors/editors – usual format: name, surname (surname, name also possible)

2. full name of the publication in italics

3. publisher

4. place where the publication was published

5. year of the publishing

6. edition (usually, in case of 1st edition, edition does not have to be mentioned)

7. page/pages from where you quote

8. In case of online book, the link without hyperlink with date of last access in brackets (date format: for UK: 27 May 2001, for U.S.:May 27, 2001.)

EXAMPLES:

Barack Obama, *The Audacity of Hope* (Edinburgh: Canongate, 2007), 262.

Guy Cowlishaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.

Online book:

Michael D. Swaine: *Interpreting China’s Grand Strategy* (Washington: Rand Corporation, 2000), 100, http://www.rand.org/pubs/monograph\_reports/MR1121/mr1121.ch4.pdf (accessed May 4, 2009).

**EDITED VOLUME**

1. author of the chapter cited editors – usual format: name, surname (surname, name also possible)

2. name of the chapter in inverted commas

3. name of the editor

4. name of the publication in italics

5. publisher

6. place where the publication was published

7. year of the publishing

8. page/pages from where you quote

EXAMPLES:

Andrew Wiese, “The House I Live In: Race, Class, and African American Suburban Dreams in the Postwar United States,” in *The New Suburban History*, eds. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.

Joseph Bornham (ed.), *Business and Philosophy in Contemporary Cowshed* (Fitchburg, MA, Southern Flatus Press, 2005), 101.

**JOURNAL ARTICLE**

1. name of the author editors – usual format: name, surname (surname, name also possible)

2. title of the article in inverted commas

3. name of the publication (journal) in italics

4. Volume

5. Number

6. Year published in brackets

7. Page/pages

8. In case of online article, the link without hyperlink with date of last access in brackets (date format: for UK: 27 May 2001, forU.S.: May 27, 2001.)

EXAMPLES:

Smith, John Maynard, “The Origin of Altruism.” *Nature* 393 (1998): 639.

Chan Yul Yoo, “North Korea’s Resurgence and China’s Rise: Implications for the Future of Northeast Asian Security.” *East Asia*25 (2008): 297.

Online article:

Eugene Gholz, “The Strait Dope. Why Iran Can’t Cut Off Your Oil." *Foreign Policy*, September/October 2009, http://www.foreignpolicy.com/articles/2009/08/12/the\_strait\_dope (accessed September 29, 2009).

**NEWSPAPER ARTICLE**

1. name of the author – usual format: name, surname (surname, name also possible); name of the author not always available.

2. title of the article in inverted commas

3. name of the newspaper in italics

4. date of publication

5. page

6. In case of online article, the link without hyperlink with date of last access in brackets (date format: for UK: 27 May 2001, forU.S.: May 27, 2001.)

Examples:

David Leonhardt, “Victory: Obama Gets His Health Care Plan.” *Washington Post*, July 13, 2009, p. A1.

Glenn Kessler: “For Obama, Focus Shifts From Engagement to Pursuit of Concerted, Tough Measures.” *Washington Post,*September 25, 2009, http: www.washingtonpost.com/wp-dyn/content/article/2009/09/25/AR2009092502227.html (accessedSeptember 25, 2009).

**ONLINE DOCUMENT**

Identification must be as specific as possible: include what is on the website, full web address. Note that the hyperlink should be removed.

Example:

Statement by Senator John McCain on the Passing of Sen. Edward M. Kennedy. http://mccain.senate.gov/public/index.cfm?FuseAction=PressOffice.PressReleases&ContentRecord\_id=56f33830-0a39-2763-94bb-6ba0038b55f9 (accessed August 27, 2009).

**REPEATED CITATION:**

First citation – in full:

Barack Obama, *The Audacity of Hope* (Edinburgh: Canongate, 2007), 262.

Repeating the reference for the first time:

Barack Obama, *The Audacity of Hope*, 262.

OR – in case you use only ONE book by the same author in your paper

Barack Obama, op.cit., 262.

Every other **consecutive** reference (i.e. two consecutive footnotes refer to the same book):

Ibidem, 266.

OR

Ibid., 266.

Every other **non-consecutive** reference to a book we have already quoted in other preceding footnote:

Barack Obama, *The Audacity of Hope*, 262.

OR – in case you use only ONE book by the same author in your paper

Barack Obama, op.cit., 262.

Shortening the bibliographic citation is usually done at the very latest part of writing when one is sure no more shuffling with the text will take place to avoid chaos.

**HOW TO WRITE A BIBLIOGRAPHIC CITATION IN LIST OF REFERENCES (Bibliography)**

**Bibliographic note must include the following:**

1. the name of the autor/authors/editors – format: surname, name (remember, the list is in alphabetic order)

2. full name of the publication in italics

3. publisher

4. place where the publication was published

5. year of the publishing

6. edition (usually, in case of 1st edition, edition does not have to be mentioned)

**- in referring to books, you do not put the page of reference.**

Woodward, Bob. *The War Within. A Secret White House History 2006-2008*(New York: Pocket Books, 2008).

NOT! Woodward, Bob. The War Within. A Secret White House History 2006-2008 (New York: Pocket Books, 2008), 33.

**- In referring to journal articles, you do not put the page of reference, but MUST put down the total extent of pages where the article can be found.**

Smith, John Maynard. “The Origin of Altruism.” *Nature* 393 (1998): 639-40.

EXAMPLES:

o Primary documents:

Letter From the Ambassador to Yugoslavia (Rankin) to the Assistant Secretary of State for Far Eastern Affairs (Robertson).January 23, 1958. Foreign Relations of the United States. 1958-1960. Volume XIX, Washington, D.C., U.S. Government Printing Office, 1996.

o Memoirs

Kissinger, Henry. *The White House Years*. (Boston: Random House, 1979).

o Books (secondary documents)

Luňák, Petr. *Západ. Spojené státy a Západní Evropa ve studené válce* (Praha: Libri, 1997).

o Articles from various periodicals and academic journals – do not forget to add the pages where the article can be found!

Hurst, Steven. “Myths of Neoconservativism: George W. Bush’s 'Neoconservative' Foreign Policy Revisited.” *International Politics*, Vol. 43, no. 3 (2005), 75-96.

o Newspaper articles:

Leonhardt, David. “Victory: Obama Gets His Health Care Plan.” *Washington Post*, July 13, 2009, A1.

o Internet resources

Statement by Senator John McCain on the Passing of Sen. Edward M. Kennedy. http://mccain.senate.gov/public/index.cfm?FuseAction=PressOffice.PressReleases&ContentRecord\_id=56f33830-0a39-2763-94bb-6ba0038b55f9 .