

Princeton School of Public and International Affairs

Guide to Junior Independent Work

2022-2023

August 2022

Table of Contents

Junior Independent Work	3
Deadlines	3
Goals	4
Elements of a Public Policy Paper	4
Briefing Memo	5
JP Grading Standards	6
Extensions and Late Penalties for Junior Independent Work	7
Manuscript Instructions	7
Title Page Format	8
SPIA Writing Advisor	9
Principles of Ethical Interviewing	9
Citations and Bibliography	9
Library Research Tips	11
Librarians at the Stokes Library	11
Firestone Librarians (Subject Specialists)	11
Data and Statistical Services	11
Help finding data for your research	12
Help with analyzing data	12
Citation/Bibliography Management Software	13
Citation Manuals	13

Junior Independent Work

Deadlines

Important Notice: Extensions may be granted only by the student's residential college dean. Extensions must be requested and approved in advance of the JP deadline. Extensions may or may not be subject to late penalties.

FALL 2022

TASK FORCE JUNIOR PAPERS DUE TO INSTRUCTORS

FRIDAY, JANUARY 6, 2023

RESEARCH SEMINAR JUNIOR PAPERS DUE TO INSTRUCTORS

TUESDAY, JANUARY 17, 2023

SPRING 2023

JUNIOR PAPERS DUE TO INSTRUCTORS

TUESDAY, MAY 2, 2023

Goals

Junior Independent Work in the Princeton School of Public and International Affairs is designed to teach students:

- to think analytically about a public policy problem;
- to critically review evidence about a public policy problem and its potential solutions;
- to present evidence in a clear, logical and well-organized manner;
- to evaluate solutions that have been tried or proposed to deal with a public policy problem;
- to clearly and concisely summarize the evidence and the alternatives, and to make recommendations on how best to address a public policy problem.

Elements of a Public Policy Paper

Junior papers should be double-spaced and **must not exceed 24 pages** (or fewer as required by the Director), including appendices and footnotes. This limit does not include pages for the title, table of contents (if any), briefing memo, and bibliography. Students writing JPs in research seminars will not write a briefing memo.

- A public policy paper is analytical, not descriptive. The paper should specify a clear research hypothesis, justify its significance in scholarly literature and relevance to public policy, compare alternative hypotheses, assess evidence in support of a conclusion, and provide specific public policy recommendations.
- Define the question you are examining.
 - What is the evidence of the problem/issue?
 - Why is it significant?
 - How does your question relate to existing theories?
- Include only as much background or descriptive material as is necessary for the reader to follow your paper. You are not writing a history paper or an article for an encyclopedia. If a fact or observation does not advance the flow of the paper, leave it out. (The test is whether it would matter if the reader skipped the information).
- Develop a clear argument that specifies how a particular public policy input or underlying condition affects your outcome of interest. Note that your argument

should not represent a normative prescription but rather an effort to explain the underlying process that generates patterns of behavior that we observe.

- Analyze empirical evidence to assess your argument relative to alternative explanations or “null hypothesis” that there is no pattern. The paper should include full citation of sources and description of methodology.
- Are there models for possible solutions to be found in the experience of other jurisdictions (cities, states, countries) or in the proposals of researchers? What are the pros and cons of these models?
- When making a recommendation, explain why you chose the approach. Is it clear how it can be implemented, how it will help resolve the problem, and what the drawbacks or criticisms might be?
- Beyond all else, think logically and write clearly and succinctly.

Briefing Memo

If you are in a task force you will also be required to provide a briefing memo for your paper. Students in a research seminar will be required to complete various other projects. A briefing memo provides a summary of the major points of your paper, and is generally one to two pages (single-spaced). Its purpose is to provide a busy policymaker with a succinct overview of the essential elements of the full report: i.e., the nature of the problem/issue, and your findings and recommendations. It may also summarize any relevant public policy and/or political issues that should be considered when evaluating or implementing the recommendations.

The memo should be written in simple, clear and direct language.

The layout of the memo should be straightforward, unified, and without footnotes or other scholarly conventions. To enhance readability, you may use section headings, indentations, bullets or numbering – but not to excess.

The content and organization of a briefing memo can take many forms, depending on the issue and the purpose of the analysis. One typical memo might include the following information -- whether in distinct sections or incorporated in a more general discussion:

- A statement of the issue/problem
- A summary of the findings of your analysis
- Recommendations or options for action
- Supporting arguments for the recommendations

- Policy and political issues to be considered in evaluating or implementing the recommendations
- Expected outcomes/consequences if the recommendations are adopted.

JP Grading Standards

A	<p>The paper is an outstanding work that has <u>all</u> of the following qualities:</p> <ul style="list-style-type: none"> ▪ is well-organized and exceptionally well-written ▪ presents a clear articulation of the issue and its significance ▪ demonstrates excellent research skills ▪ makes a logical and thorough presentation of evidence and analysis ▪ has conclusions that flow logically from analysis
A-	The paper is well-conceived and constructed, but does not evidence all of the qualities of an A effort.
B+	The paper is informative and generally well-written, but lacks some elements of rigorous research, analysis, organization, or thoughtful conclusion.
B to B-	The paper is competent, but lacks one or more major qualities such as a clear articulation of the issue, a thorough research effort, a persuasive analysis or a fluid writing style.
C+ to C-	The paper demonstrates substantial flaws in logic, research, writing or understanding of the issue.
D	The paper demonstrates a significant lack of effort or has substantial defects in quality and clarity.
F	The paper demonstrates a complete lack of effort and no redeeming qualities.

Note: The A+ grade is reserved for work of truly unusual quality. It requires an additional letter from the faculty member to the university's Committee on Examinations and Standards explaining how the student's work exceeds the high standards established for an A.

An A+ grade is counted in SPIA's honors calculations as if it were an A.

Extensions and Late Penalties for Junior Independent Work

Students who do not hand in their individual research papers on the due date may receive a grade of **F** for the paper unless they have requested an extension in advance and received approval for it from the **dean of the student's residential college**. Extensions may or may not be subject to late penalties.

One-third of a grade will be deducted from the final grade in a task force or the JP grade in a research seminar for each four days (or fraction of four days) that a JP is late. For example, the first four-day period, would result in one-third of a grade penalty (the reduction of an A to an A-, etc.) The second four-day period, would cost one-third of a grade (e.g., A is reduced to B+, etc.) The grade would continue to be reduced by one-third for each additional four-day period or fraction of four days (including weekends) that the JP is late.

Manuscript Instructions

Use a 1-inch margin all around.

Double-space all text (except long quotations, footnotes and bibliography).

Use a 12-point size type and a readable font. Avoid the use of multiple fonts and type sizes (other than footnotes, tables, and charts which may be in a smaller font).

Indent paragraphs.

Number your pages.

Title Page Format

<p>Task Force/Research Seminar Number and Title</p> <p>Director's Name</p> <p>Title of Paper</p> <p>Student Name</p> <p>Date</p> <p>Student Honor Code Pledge:</p>

Note:

A copy of your paper will be sent to the Mudd Library Archives and will be available for public review. A copy will also be available for a limited period in the Undergraduate Program Office for review, but not photocopying, by students and visitors.

Examples of past SPIA junior papers can be found in the [Mudd Library Archives](#).

Writing & Research Assistance;

Interviewing & Formatting Guidelines

SPIA Writing Advisors

In addition to your consultations with your JP adviser, we strongly recommended that you meet regularly with a SPIA Writing Advisor for assistance in conceptualizing and organizing your JP, developing your arguments, and reviewing your writing. Your research seminar or task force director will provide the names and contact information of the current SPIA Writing Advisors.

Principles of Ethical Interviewing

Princeton University has a legal responsibility to protect all human subjects in research done under University auspices, including that done by students for their independent work. In the context of the kind of research most often done by Princeton School of Public and International Affairs students, that means protection of the rights of respondents or informants interviewed in the course of research.

Your research plans may need the approval of the University's Institutional Review Board (IRB). Human subjects research can encompass surveys, interviews, and questionnaires, but also can involve solely data analysis (no interaction with individuals). You should discuss with your adviser whether your research plan needs to be submitted to the IRB. If you are unsure, please email a synopsis to the IRB: irb@princeton.edu. The "FAQ" section of the [IRB website](#) provides details about what to include in a synopsis. If an activity is human subjects research, IRB approval is required before implementation. The IRB does not grant retroactive IRB approval.

Citations and Bibliography

You must cite your source of any fact or statistic not commonly known as well as the source of any quote, paraphrase or summary of the work, opinions or interpretations of an individual, publication or web site. The Princeton School of Public and International Affairs does not prescribe any particular citation style. You may follow the guidelines of any generally accepted system of citation as listed below. You should consult with your adviser before making your choice.

Footnote citations must appear on the same page and not at the end.

The bibliography should appear at the end of the paper. It is NOT necessary to group sources by type of material in your bibliography (i.e. books, newspapers, interviews

grouped together). In fact, this makes it more difficult for the reader to trace your sources.

Library Research Tips

Start your research early! Talk to your adviser and to librarians about your research!

We encourage you to email Stokes/SPIA librarians for a research consultation. The library is located on the lower level of Wallace Hall, and the librarians are available remotely via Zoom.

This section covers library services (librarians and accessing materials), help obtaining data and analyzing it, citing your work, and links to a [Research Guide](#).

Princeton University provides access to the [Sage Reference database](#), a superb resource for students seeking further guidance regarding qualitative methods.

Librarians at the Stokes Library (lower level, Wallace Hall or Zoom)

[Elana Broch](#): Public Policy Librarian (education, census, demography, immigration, research methods)

[Joann Donatiello](#): Population Research (health policy, census, immigration and demography)

[Ameet Doshi](#): Head, Donald E. Stokes Library

[Ofira Schwartz-Soicher](#): Social Sciences Data and Sociology Librarian

Firestone Librarians (Subject Specialists)

[Alain St. Pierre](#): African Studies, World History

[Steve Knowlton](#): African American Studies, American History

[Martin Heijdra](#): Head, East Asian Library

[Bobray Bordelon](#): Economics and Finance

[Fernando Acosta-Rodriguez](#): Latin American and Latino Studies

[David Hollander](#): Law & European Union

[Jeremy Darrington](#): Politics

[Thomas Keenan](#): Slavic, East European, and Eurasian Studies

Check out the [Princeton Research Guides created](#) by Library [subject specialists](#).

For example, [Economics and Finance FAQs](#) or [Public Policy Guide from Stokes Library](#) at <https://libguides.princeton.edu/SPIAFall2022> for information on resources for producing a well-researched paper and course-specific research guides for Policy task forces, research seminars, and the Methods Lab.

Data and Data Analysis Support

You may be planning to conduct quantitative analysis for your research project. Once you identified a research question, you should identify a dataset that would be appropriate to answer it. You should start by reading previous literature (articles, books, etc.) about the topic, this will help you find datasets that were used by others to address similar research questions. Consulting a librarian may be helpful and will save you time.

- **How to find a dataset for your research**

- If you are looking for a specific dataset or would like to browse datasets available by topic, check the [Data and Statistical Services Data Catalog](#).
- Please feel free to contact [Ofira Schwartz-Soicher](#), Social Sciences Data and Sociology Librarian, she will gladly assist you finding data.
- [Elana Broch](#), Public Policy Librarian and [Ameet Doshi](#), Head of Stokes Library would also be able to assist you.

Once you have identified a dataset, you should download and prepare it (data wrangling) for analysis, and finally analyze the data, interpret and present the results. The library offers a number of services that could provide support throughout this process.

- **Where to find data analysis support**

- [Stokes Viz Hub](#) offers workshops focusing on data visualization, quantitative and qualitative data analysis and the digital research process. [Data analysis consultations](#) are offered as well. Our consultants are graduate students with research methods and programming expertise. They could advise you on choosing appropriate analytic method and implementing your analysis using R, Stata, Python. Qualitative research methods consultations are available as well.
- [Data and Statistical Services](#) provides experts' advice to students, faculty, and staff on choosing and applying appropriate research methods for your research, the interpretation and presentation of results.
- [Maps and Geospatial Information Center](#) provides access to paper maps, geospatial data, digital maps and geographic information systems (GIS) services. The center also provides research consultation and instruction to all levels of user experience in their facility or in your office or classroom.

Access to materials

Accessing electronic materials [using the library from off-campus using SRA or EZProxy](#).

[If materials do not exist electronically](#), you can request items to be digitized by visiting our [catalog](#), searching the item for availability, then click on "Request Pick-up or Digitization" and follow instructions.

Research Materials not available at Princeton University Library

Request books, videos, reports, etc.:

- Try [Borrow Direct](#) to request a book not owned by the Library or checked out to someone else. (BD is a group of Ivy and peer institutions' libraries that loan material to one another.)

Request Articles:

- [Request an article](#) not owned by the Library using [Article Express](#).

Recommendations for purchase, including data requests

- Contact a [Stokes librarian](#) who will consider purchase of materials based on subject and price.

Citation/Bibliography Management Software

It is highly recommended that you use software to manage your citations and bibliography. Zotero, Mendeley, and Refworks are citation managers that help you to keep track of the sources you are using and format your references in a style that you choose.

Comparison information on these is available at <https://libguides.princeton.edu/bibman>.

For assistance or questions about citing sources contact the staff at the Stokes Library, (piaprlib@princeton.edu). The librarians at Stokes Library recommend Zotero (www.zotero.org). Detailed instructions for installing and running Zotero are available at <https://libguides.princeton.edu/Zoteroandwriting>

Citation Manuals

You can review information on both online and print citation manuals at this link:

<http://library.princeton.edu/help/citing-sources>

Several style manuals are available online:

The Chicago Manual of Style

<https://www.chicagomanualofstyle.org/book/ed17/frontmatter/toc.html>.

American Psychological Association Style (via Academic Writer)

<http://library.princeton.edu/resource/27650>

The Stokes Library in Wallace Hall has a current copy of the most popular Style [Manuals on the Writing Shelf](#). For legal citation, Stokes has The Bluebook 21st ed., 2020.

General research guides that many professors recommend:

Booth, Wayne C., Gregory C. Colomb and Joseph M. Williams. 2016. *The Craft of Research*. Chicago: University of Chicago Press.

Mullaney, Thomas S. and Christopher Rea. 2022. *Where Research Begins: Choosing a Research Project That Matters to You (and the World)*. Chicago: University of Chicago Press.

Powner, Leanne. 2014. *Empirical Research and Writing: A Political Science Student's Practical Guide*. Washington, DC: CQ Press.