Dear Students,

Keep in mind that your paper will be added to a heaping pile of other papers before it is graded! This is also true for papers submitted electronically by distance students. To ensure that you will be properly credited for your work, even in the unlikely event that pages of your report are torn, shuffled or lost, please remember to format your paper with the following pieces of information:

A Title Page - including:
- Paper Title
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Additionally, please remember to properly identify where your research came from. If the information, data and/or graphics you present were gathered and generated entirely by you, then state this plainly and explain your data collection and observation methods (dates and times of field observations, etc). Otherwise, if your information was obtained by third party sources, then simply note the books, journals, web sites, pamphlets, tour guides, lectures, seminars, et cetera that you referenced, either in the body of your paper or in the form of footnotes, endnotes and/or a short bibliography. There does not have to be a long list of references for this short paper ... but you should still properly identify where your research came from. This practice is a sign of your academic integrity and honesty, and it can influence your grade.

Thank you for your cooperation on all of these matters.