\*Reminder: You cannot use internet sources unless pre-approved. You must go on the library database and pull peer-reviewed journal articles. The only approved websites are EEOC, BLS, and SHRM. You must use at least five journal articles beyond whatever information you obtain from internet based sources. You must have at least ten sources

. (\*Note: First level section headings are bold and center.)

(\*Note: Second level headings are to the left and bold.)

(\*Note: Third level headings are two the left and italics.)

1. Avoid conjecture
2. avoid purporting extremes
3. Watch the flow of your paper
4. Write in 3rd person
5. Do not use contractions
6. Use headings, subheadings, and paragraphs to organize the information in your paper
7. Provide a critical analysis of the research and information you collect. At the end of a paragraph, in which you have provided a compellation of research findings, summarize and provide an analysis of the findings for your reader. Use “As such, blah blah blah”, “Therefore, blah blah blah”, “Based on these finding it can be concluded/purported, blah blah blah” statements to provide these suppositions.
8. Follow instructions on Ruberic
9. “Sell” your ideas.
10. Subject (and Possessive Pronoun) and Verb Agreement. Within a sentence you should have plural or singular agreement and future or past tense agreement
11. Avoid slang and colloquial language
12. Avoid being redundant
13. Avoid abbreviations or acronyms unless properly introduced.