***Term Paper Guidelines***

The purpose of this assignment is to provide you with the opportunity to investigate cutting edge innovations in your field of study and interest as it relates to Work Methods and Measurement. This includes the latest trends in productivity improvement, planning and organizing work systems, as well as recent innovations in manufacturing and automation in modern industry.

1. The term paper is to be submitted in presentation format and must contain a title page. The paper must be word processed in **12** point one and a half space, and must be free of typing and spelling errors. The paper must also be written in a style and manner appropriate for submission to industrial management. The **APA** style manual is to be used for this report.
2. Use correct grammar. Do not use words such as “got”, “put”, “took”, “fix”, “newest”, “gives”, “let”, “yet”, nor “mostly”. Avoid overusing the word “it”. Do not use colloquialisms or expressions such as “all together”, “pretty solid”, “load it up”, “a couple of things”, “not that great for one”, “right there”, “is slid over”, “tighten up”, “speed up”, “brand new”, “stood out”, “cut down on”, ‘looking around”, “figured out”, “get down to business”, “is when”, “is where”, “Start first on the last…”, “pretty darn close”, “For one”, “or not”, and “not changed very much”.
3. Do not use personal pronouns (I, mine, me, we, ours, and us). Write in the third person.
4. Observe proper tense structure. For example, once the study was conducted, use the past tense, not present tense.
5. This assignment represents technical writing in the field of technology. Remember the content that was presented in English 322, Technical Writing! Spell out numbers less than ten. Do not begin nor end a sentence with a number - spell the number.
6. The Term Paper is to include a title page, an introduction, body, conclusion and list of references. Level headings as needed should also be used.