

INF1323 - IHI ASSIGNMENT – FINAL REPORT GUIDELINES FOR SUBMISSION

(TO BE USED IN CONJUNCTION WITH THE TEMPLATE)

Word Count: Your final paper/report should have 2,500 words [Not including the abstract, author's bio, references and appendices]. The percentages of words per section is noted, below. You may deviate from the recommended percentages, where there is good reason, but the 2,500 word limit is *firm*.

Citation Style: APA

For reference, please refer to:

APA style resources online at: <http://www.apa.org/pubs/apastyle/index.aspx> and consult: American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

Figures, Tables, etc.

It is required that you embed your IHI drawings as figures into the paper; one, two, or three may be included, depending on your analytical technique. Please be sure to refer to and discuss them. Number and caption them appropriately. For example, **Figure 1**. Title of Figure followed by a caption. If your analysis or discussion requires Tables, Diagrams, or other additional Figures (e.g. graphs, etc.) you are welcome to include them. Be certain your images are large enough to see clearly.

Style/Quality of Writing

Before submitting your paper, it should be carefully edited and revised. Your writing should be clear, scholarly and readable (i.e. scholarly does not mean obscure and impenetrable). Using correct grammar and spelling are important, and please use an active voice.

Template

The elements below should be included in your paper/report, following this order. A Microsoft Word document will be provided soon to help you implement the structure and format; it is *required*. The sections with headings in bold should carry over as headings in your Microsoft Word document (except with the first element, "Title," that does not require a heading).

Title

Should grab the attention of the reader.



Author's Bio

100 words or less [NOT included in the word count]. A few examples:

Debbie Rabina (drabina@pratt.edu) is associate professor at Pratt Institute School of Information and Library Science and coordinator of the Information Policy and Society concentration. Her areas of specialization include reference resources (general, legal, government), information law and policy, and international and comparative librarianship.

Lisa Peet (lpeet@mediasourceinc.com) is the associate news editor at Library Journal. She writes book reviews and criticism for the literary website Bloom (www.bloom-site.com), where she is senior editor/write and her own site, Like Fire (www.likefire.org). She received her Masters in Information and Library Science from Pratt Institute. Her interests include digital scholarship, digital humanities, and library usage practices.

Abstract

Maximum 200 words [NOT included in the word count].

Please provide a brief summary of your paper's research question(s), population, method, findings/results, implications, and conclusions. This is generally written at the end, after you have finished writing your paper.

Introduction

Should be approximately 10% of the paper length (which is approx. 250 words).

This section should include the topic of your paper, your research population, the research question(s) and the major ideas/themes/arguments. If relevant, you may state any cutting points or sensitizing concepts here (or in the Research Methods section). If relevant, you can state *why* you selected this topic/population. The Introduction should make the reader curious!

Literature Review

Should be approximately 15% of the paper length (which is approx. 375 words).

Briefly contextualize your work within the literature of LIS and/or other literatures if relevant. The Literature Review should include the seminal writings/landmark studies on your selected topic. Don't get bogged down in listing all the research to date on your topic, instead, you should use the literature to demonstrate how your study builds on earlier ones, or to show where it diverges from previous research. The Literature Review should simultaneously make a case why original research is needed. Please remember, that this section should connect to the rest of the paper.

Research Methods

Should be approximately 12% of the paper length (which is approx. 300 words).

- Describe the data gathering methods. Use the terms and concepts learned in class; citing them appropriately. You may wish to briefly mention the interview guide here, which you will submit in Appendix 1.
- Please include a profile of your informants.
- If you have not done so already, mention cutting points and sensitizing concepts.
- Address ethical considerations.

Findings

Should be approximately 25% of the paper length (which is approx. 625 words).

- Should use one of the analytical strategies taught in class (or another) to explain and/or synthesize your results.
- Should begin with a statement to describe and explain your analytical strategy or strategies. You need to be able to provide a rationale for choosing that strategy and defend your approach. [Will be approximately a paragraph.]
- This section can have sub-headings that are themes, if applicable.
- 1-3 IHI diagrams should be included here.

Discussion

Should be approximately 20% of the paper length (which is approx. 500 words).

- Include links to concept(s) within course lectures or readings.
- Discuss relationships to prior research.
- Discuss implication of findings and possible application to practice (if any).
- Based on the exploration into a new topic, identify and discuss future research directions (if any).

Methodological Reflections

Should be approximately 6% of the paper length (which is approx. 150 words).

Please reflect on and discuss the IHI method. Were there any problems? How could it be improved? Were any ethical issues raised?

Conclusion

Should be approximately 12% of the paper length (which is approx. 300 words).

Revisit your research question(s) and the highlights of the Findings. End on a surprising, creative, meaningful note, if possible.

References

References will not be included in the final word count. References should be provided in APA format. It is important to cite all sources. Plagiarism is an academic offense. IHI diagrams do not need to be included in the references. Please do not ask us “how many references?” You should cite as many as needed to connect the paper to the information behaviour literature.

NOTE: The appendices will not be included in the word count.

Appendix 1

Please submit your interview guides here. We acknowledge that questions may have changed/been revised. Therefore, we ask that you submit the most recent guide used.

Appendix 2

Please submit a collection of some of the best quotes heard during your interviews. Please include a transcription of 1-2 of your favourite quotes from each interview. Be sure to include the question or probes, as well. Do not use more than one page, single spaced.

Appendix 3

If necessary, please place larger versions of the visual data here.