

Politics 451
Public Policy Analysis
(08-2)

Class Time: Wednesday 1:30-4:20 HC 1325
Class E-Mail List: pol451-d1@sfu.ca, pol851-g1@sfu.ca

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Office Hrs: Wed. 12:30-1:20

NOTE: This outline is also available through the Class WWW Site (<http://www.sfu.ca/~howlett/courses.html>)

Outline:

This course describes and evaluates the work of policy analysts in modern liberal-democratic governments. It sets out the origins of the 'policy analysis movement' in the 1960s in the United States and traces the diffusion and evolution of the idea of policy analysis throughout the world over the next 50 years. Within this comparative context, the course explores the current state of policy analysis in Canadian governments and non-governmental organizations, detailing the techniques of, and capacities for, policy analysis in each. The merits and demerits of the recent tendency for analysis to shift from 'modern' to 'post-modern' analytical techniques, along with those of the most recent 'evidence-based' policy movement, are discussed and the implications of these different orientations for the training and recruitment of policy analysts, and the impact of their work, are set out. The course highlights the tensions which now exist between traditional policy analysis concerned with 'speaking truth to power' and that focussed on the struggle to "make sense together".

Required Texts (Note: All Texts Available at Harbour Centre Bookstore)

L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007)

Recommended Texts

Radin, Beryl A. Beyond Machiavelli: Policy Analysis Comes of Age. Washington DC: Georgetown University Press, 2000.

Patton, Carl V. and David S. Sawicki. Basic Methods of Policy Analysis and Planning. Englewood Cliffs, NJ: Prentice Hall, 1993.

Page, Edward C. and Bill Jenkins. Policy Bureaucracy: Governing with a Cast of Thousands. Oxford: Oxford University Press, 2005.

Colebatch, H. K. ed, The Work of Policy: An International Survey, New York: Rowman and Littlefield, 2006

Requirements and Marking:

1. There will be a final examination worth 30 percent of the course mark. It will be held from TBA am on TBA. Room TBA.
2. One 20-25 page paper is due at the end of term and is worth 50 percent of the class mark. Papers should be typed, double-spaced and properly formatted. Papers are due on the last day of class. **LATE PAPERS WILL LOSE TEN PERCENT PER DAY LATE.**
3. A 3-5 page outline of the paper is due by e-mail in Week VIII. The outline should set out the general argument to be made in the paper, the methodology to be followed, and include appropriate traditional and non-traditional (WWW) bibliographic references. The outline will be returned in Week VIII and will account for 10 percent of the paper grade. **LATE OUTLINES WILL RECEIVE A ZERO GRADE.**
4. Twenty (20) percent of the course mark will be awarded on the basis of class participation. This includes two oral presentation of readings from the courselists in weeks II-XII **LATE PRESENTATIONS WILL RECEIVE A ZERO GRADE.**

Paper Topic:

Choose a government agency in Canada. Outline the nature of its policy analytical capacity and its evolution over the past two decades. Assess what kinds of policy analysis have been, and are, practiced in this agency, at what level, and if this capacity has grown or shrunk over the period in question. Determine if this level and type of analysis is appropriate for the types of duties undertaken by this agency.

Papers are due on the last day of class.

WEEKLY READING LIST

*NOTE: All **required** and **recommended** readings have been placed on reserve in Belzberg Library*

WEEK I: Introduction to Policy Analysis: Origins and Purpose

Required Reading:

Meltsner, Arnold J. Policy Analysts in the Bureaucracy. Berkeley: University of California Press, 1976. 14-49

Hoppe, Robert. "Policy Analysis, Science and Politics: From 'Speaking Truth to Power' to 'Making Sense Together'." Science and Public Policy. 26, no. 3 (1999): 201-210.

Wildavsky, Aaron B. "Analysis as Craft" in Speaking Truth to Power: The Art and Craft of Policy Analysis. New Jersey: Transaction Press, 2002 pp. 385-406

Webber, D. J. "Explaining Policymaker's Use of Policy Information: The Relative Importance of the Two-Community Theory Versus Decision-Maker Orientation."

Knowledge, Creation, Diffusion, Utilization 7, no. 3 (1986): 249-90.

Recommended Reading:

Schudson, Michael. "The Trouble with Experts - and Why Democracies Need Them." Theory & Society 35 (2006): 491-506.

Burton, Paul. "Modernising the Policy Process: Making Policy Research More Significant?" Policy Studies 27(3) 2006. Pp. 173-195

Weimer, David L. and Aidan Vining. "Policy Analysis in Representative Democracy." In A. S. Gerber and E. M. Patashnik, ed(s), Promoting the General Welfare: New Perspectives on Government Performance, Washington D.C.: Brookings Institution Press, 2006.

WEEK II: The Policy Analysis Movement

Required Reading:

Michael, Mintrom, "The Policy Analysis Movement" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Radin, Beryl A. Beyond Machiavelli: Policy Analysis Comes of Age. Washington DC: Georgetown University Press, 2000. Pp. 9-30

Lynn, Laurence E. "Policy Analysis in the Bureaucracy: How New? How Effective?" Journal of Policy Analysis and Management. 8, no. 3 (1989): 373-377.

Recommended Reading:

Dror, Yehezkel. "Policy Analysts: A New Professional Role in Government Service." Public Administration Review. 27, no. 3 (1967): 197-203.

Garson, G. David. "From Policy Science to Policy Analysis: A Quarter Century of Progress." In W. N. Dunn, ed(s), Policy Analysis: Perspectives, Concepts, and Methods, Greenwich, Conn.: JAI Press, 1986. 3-22.

Rogers, J. M. 1988. The Impact of Policy Analysis. Pittsburgh: University of Pittsburgh Press. Ch. 1.

Nelson, Robert H. "The Office of Policy Analysis in the Department of the Interior." Journal of Policy Analysis and Management 8, no. 3 (1989): 395-410.

Pugliaresi, Lucian, and Diane T. Berliner. "Policy Analysis at the Department of State: The Policy Planning Staff." Journal of Policy Analysis and Management 8, no. 3 (1989): 379-94.

WEEK III: Modern and Post-Modern Policy Analysis: Techniques and Practices

Required Reading:

Mayer, I, P. Bots, and E. van Daalen. "Perspectives on Policy Analysis: A Framework for Understanding and Design." International Journal of Technology, Policy and Management. 4, no. 1 (2004): 169-191.

Patton, Carl V. and David S. Sawicki. Basic Methods of Policy Analysis and Planning. Englewood Cliffs, NJ: Prentice Hall, 1993.

Yanow, D. (1999). Conducting Interpretive Policy Analysis. Thousand Oaks, Sage.

Forester, John. "What Analysts Do." In Values, Ethics and the Practice of Policy Analysis, edited by William N. Dunn, 47-62. Lexington: Lexington Books, 1983.

Recommended Reading:

Hahn, Robert W. and Patrick Dudley. How Well Does the Government Do Cost-Benefit Analysis. Washington D.C.: AEI-Brookings Joint Centre for Regulatory Studies Working Paper, 2004

Byrne, John. "Policy Science and the Administrative State: The Political Economy of Cost-Benefit Analysis." In F. Fischer and J. Forester, ed(s), Confronting Values in Policy Analysis: The Politics of Criteria, Beverly Hills, Calif.: Sage, 1987. 70-93.

Lynn, Laurence E. "A Place at the Table: Policy Analysis, Its Postpositive Critics, and the Future of Practice." Journal of Policy Analysis and Management. 18, no. 3 (1999): 411-424.

Jenkins-Smith, H. C. Democratic Politics and Policy Analysis. Pacific Grove: Brooks/Cole, 1990. Ch. 4

WEEK IV: Policy Analysis in Canada: Origins, Growth and Impact

Required Reading:

Stephen Brooks, "The Policy Analysis Profession in Canada" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Michael Prince, "Soft Craft, Hard Choices, Altered Context: Reflections On 25 Years of Policy Advice in Canada" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Recommended Reading:

Aidan R. Vining and Anthony E. Boardman, "Policy Analysis Methods in Canada" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007)

Michael Howlett and Evert Lindquist, "Beyond Formal Policy Analysis: Governance Context and Analytical Styles in Canada" in L. Dobuzinskis, M. Howlett and D. Laycock

eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007)

WEEK V: Policy Analysis in Canadian Governments (I): By Jurisdiction

Required Reading:

Jean-Pierre Voyer, "Policy Analysis in the Federal Government: Building the Forward-looking Policy Research Capacity", in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Doug McArthur, "Observations on Policy-Making in Provincial Governments in Canada" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Patrick J. Smith and Kennedy Stewart, "Policy Analysis for Whom? Institutional Inadequacy and the Potential for Democratic Policy-Making Deviation in Eight Canadian Cities" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Recommended Reading:

Hollander, Marcus J. and Michael J. Prince. "Analytical Units in Federal and Provincial Governments: Origins, Functions and Suggestions for Effectiveness." Canadian Public Administration. 36, no. 2 (1993): 190-224.

Rasmussen, Ken. "Policy Capacity in Saskatchewan: Strengthening the Equilibrium." Canadian Public Administration. 42, no. 3 (1999): 331-348.

Singleton, Jon. W. A Review of the Policy Capacity between Departments. Winnipeg: Office of the Auditor-General, 2001.

Hicks, Ron, and Peter Watson. "Policy Capacity: Strengthening the Public Service's Support to Elected Officials." Edmonton: Government of Alberta, 2007.

Leo, Christopher. "The Urban Economy and the Power of the Local State: The Politics of Planning in Edmonton and Vancouver." In F. Frisken, ed(s), The Changing Canadian Metropolis: A Public Policy Perspective, Berkeley: Institute of Governmental Studies, 1994. 657-698.

WEEK VI: Policy Analysis in Canadian Governments (II): Specialized Agencies

Required Reading:

Laurent Dobuzinskis, "Back to the Future? Is There a Case for Re-establishing the Economic Council and/or the Science Council?" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Liora Salter, "The Public of Public Inquiries" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Josie Schofield and Jonathan Ferschau, "Committees Inside Canadian Legislatures" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Recommended Reading:

Skogstad, Grace. "Interest Groups, Representation and Conflict management in the Standing Committee of the House of Commons." Canadian Journal of Political Science. 18, no. 4 (1985): 739-772.

Phidd, R.W. "The Economic Council of Canada: Its Establishment, Structure, and Role in the Canadian Policy-Making System 1963-74." Canadian Public Administration. 18, no. 3 (1975): 428-473.

Doern, G. B. "The Role of Central Advisory Councils: The Science Council of Canada." In G. B. Doern and P. Aucoin, ed(s), The Structures of Policy-Making in Canada, Toronto: Macmillan, 1971. 246-266.

Aucoin, Peter. "Contribution of Commissions of Inquiry to Policy Analysis: An Evaluation." In A. P. Pross, I. Christie and J. A. Yogis, ed(s), Commissions of Inquiry, Toronto: Carswell, 1990. 197-207.

WEEK VII: Policy Analysis in Canadian NGOs (I): Business and Labour

Required Reading:

Andrew Stritch, "Business Associations and Policy Analysis in Canada" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Andrew Jackson and Greg Baldwin, "Policy Analysis by the Labour Movement in a Hostile Environment" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Recommended Reading:

Coleman, William D. "Analyzing the Associative Action of Business: Policy Advocacy and Policy Participation." Canadian Public Administration. 28, no. 3 (1985): 413-433.

Brooks, Stephen and Andrew Stritch. Business and Government in Canada. Scarborough: Prentice-Hall, 1991. Chapter 7

WEEK VIII: Policy Analysis in Canadian NGOs (II): Parties and Interest Groups

Required Reading:

Susan D. Phillips, "Policy Analysis and the Voluntary Sector: An Open and Shut Case" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

William Cross, "Policy Study and Development in Canada's Political Parties" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Recommended Reading:

Hird, J. A. (2005). "Policy Analysis for What? The Effectiveness of Nonpartisan Policy Research Organizations." Policy Studies Journal **33**(1): 83-105.

Smith, Miriam. "Diversity and Identity in the Non-profit Sector: Lessons from LGBT Organizing in Toronto." Social Policy & Administration. 39, no. 5 (2005): 463-480.

Burt, S. (1990). "Canadian Women's Groups in the 1980s: Organizational Development and Policy Influence." Canadian Public Policy **16**(1): 17-28.

Harris, Margaret, and Hans Schlappa. "'Hoovering up the Money'? Delivering Government-Funded Capacity-Building Programmes to Voluntary and Community Organisations." Social Policy and Society 7, no. 2 (2007): 135-46.

**** OUTLINES DUE**

WEEK IX: Policy Analysis in Canadian Brokerage Groups (I): Think Tanks and the Media

Required Reading:

Donald Abelson, "Any Ideas? Think Tanks and Policy Analysis in Canada" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Catherine Murray, "The Media" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Recommended Reading:

Soroka, Stuart N. Agenda-Setting Dynamics in Canada. Vancouver: UBC Press, 2002.

Stone, Diane. "Recycling Bins, Garbage Cans or Think Tanks? Three Myths Regarding Policy Analysis Institutes." Public Administration 85, no. 2 (2007): 259-78.

Abelson, Donald E. "Public Visibility and Policy Relevance: Assessing the Impact and Influence of Canadian Policy Institutes." Canadian Public Administration. 42, no. 2 (1999): 240-270.

WEEK X: Policy Analysis in Canadian Brokerage Groups (II): Academics, Consultants and Pollsters

Required Reading:

Kimberly Speers, "The Invisible Private Service: Consultants and Public Policy in Canada" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada:

The State of the Art Toronto: University of Toronto Press, 2007

Francois Petry, "How Policy Makers View Public Opinion" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Daniel Cohn, "Academics and Public Policy: Informing Policy-Analysis and Policy Making" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Recommended Reading:

Bakvis, Herman. "Advising the Executive: Think Tanks, Consultants, Political Staff and Kitchen Cabinets." In P. Weller, H. Bakvis and R. A. W. Rhodes, ed(s), The Hollow Crown: Countervailing Trends in Core Executives, New York: St. Martin's Press, 1997. 84-125.

Perl, Anthony, and Donald J. White. "The Changing Role of Consultants in Canadian Policy Analysis." Policy & Society 21, no. 1 (2002): 49-73.

Boston, Jonathan. "Purchasing Policy Advice: The Limits of Contracting Out." Governance 7, no. 1 (1994): 1-30.

Page, Christopher. The Roles of Public Opinion Research in Canadian Government. Toronto: University of Toronto Press, 2006. Ch. 4

WEEK XI: Canadian Policy Analysis in Comparative Perspective

Required Reading:

Saint-Martin, Denis. "The New Managerialism and the Policy Influence of Consultants in Government: An Historical-Institutionalist Analysis of Britain, Canada and France." Governance 11, no. 3 (1998): 319-56.

Fellegi, I. Strengthening Our Policy Capacity. Ottawa: Deputy Ministers Task Forces, 1996.

Anderson, George. "The New Focus on the Policy Capacity of the Federal Government." Canadian Public Administration 39, no. 4 (1996): 469-88.

Riddell, Norman. Policy Research Capacity in the Federal Government. Ottawa: Policy Research Initiative, 2007.

Recommended Reading:

Bakvis, H. "Rebuilding Policy Capacity in the Era of the Fiscal Dividend: A Report from Canada." Governance 13, no. 1 (2000): 71-103.

Smith, Andy. "Public Policy Analysis in Contemporary France: Academic Approaches , Questions and Debates." Public Administration. 77, no. 1 (1999): 111-131.

Hoppe, Robert and Margarita Jeliaskova. "How Policy Workers Define Their Job: A Netherlands Case Study." In H. K. Colebatch, ed(s), The Work of Policy: An International Survey, New York: Rowman and Littlefield, 2006. 35-60.

Page, Edward C. and Bill Jenkins. Policy Bureaucracy: Governing with a Cast of Thousands. Oxford: Oxford University Press, 2005

Bolong, Liu. "Improving the Quality of Public Policy-Making in China: Problems and Prospects." Public Administration Quarterly. 27, no. 1/2 (2003): 125-141.

Weimer, David L. "Institutionalizing Neutrally Competent Policy Analysis: Resources for Promoting Objectivity and Balance in Consolidating Democracies." Policy Studies Journal. 33, no. 2 (2005): 131-146.

WEEK XII: Evaluating Policy Analysis in Canada and Elsewhere: Evidence-Based Policy Making and Usable Knowledge

Required Reading:

Thissen, W.A.H. and Patricia G.J. Twaalfhoven. "Toward a Conceptual Structure for Evaluating Policy Analytic Activities." European Journal of Operational Research. 129(2001): 627-649.

Shulock, N. (1999). "The Paradox of Policy Analysis: If It Is Not Used, Why Do We Produce So Much Of It?" Journal of Policy Analysis and Management 18(2): 226-244.

Waller, Mike. "Evaluating Policy Advice." Australian Journal of Public Administration 51, no. 4 (1992): 440-46.

Whiteman, David. Communication in Congress: Members, Staff and the Search for Information. Lawrence: University Press of Kansas, 1995. Ch. 7

Recommended Reading:

Whiteman, D. (1985). "The Fate of Policy Analysis in Congressional Decision Making: Three Types of Use in Committees." Western Political Quarterly 38(2): 294-311.

Landry, Rejean, Moktar Lamari, and Nabil Amara. "The Extent and Determinants of the Utilization of University Research in Government Agencies." Public Administration Review. 63, no. 2 (2003): 192-205.

Landry, Réjean, Nabil Amara, and Moktar Lamari. "Utilization of Social Science Research Knowledge in Canada." Research Policy. 30, no. 2 (2001): 333-349.

Tenbenschel, Tim. "Does More Evidence Lead to Better Policy? The Implications of Explicit Priority-Setting in New Zealand's Health Policy for Evidence-Based Policy." Policy Studies. 25, no. 3 (2004): 190-207.

Packwood, Angela. "Evidence-based Policy: Rhetoric and Reality." Social Policy & Society. 1, no. 3 (2002): 267-272.

Laforest, Rachel and Michael Orsini. "Evidence-based Engagement in the Voluntary Sector: Lessons from Canada." Social Policy & Administration. 39, no. 5 (2005): 481-497.

Bhatta, G. (2002). "Evidence-Based Analysis and the Work of Policy Shops." Australian Journal of Public Administration 61(3): 98-105

WEEK XIII: Training Policy Analysts: The Role of Political Science

Required Reading:

Geva-May, Iris and Allan Maslove, "Canadian Public Policy Analysis and Public Policy Programs in Comparative Perspective" in L. Dobuzinskis, M. Howlett and D. Laycock eds., Policy Analysis in Canada: The State of the Art Toronto: University of Toronto Press, 2007

Jenkins-Smith, H. C. (1982). "Professional Roles for Policy Analysts: A Critical Assessment." Journal of Policy Analysis and Management 2(1): 88-100.

Webber, D. J. (1986). "Analyzing Political Feasibility: Political Scientists' Unique Contribution to Policy Analysis." Policy Studies Journal 14(4): 545-554.

Colebatch, H.K. "Policy Analysis, Policy Practice and Political Science." Australian Journal of Public Administration. 64, no. 3 (2005): 14-23.

Recommended Reading:

de Bruijn, Hans and Alan L. Porter. "The Education of a Technology Policy Analyst - to Process Management." Technology Analysis & Strategic Management. 16, no. 2 (2004): 261-274.

Elmore, R. E. (1991). "Teaching, Learning and Education for the Public Service." Journal of Policy Analysis and Management 10(2): 167-180.

Meltsner, Arnold J. "Political Feasibility and Policy Analysis." Public Administration Review. 32(1972): 859-867.

Danziger, M. (1995). "Policy Analysis Postmodernized: Some Political and Pedagogical Ramifications." Policy Studies Journal 23(3): 435-450.

Gow, J. I. and S.L. Sutherland. "Comparison of Canadian Masters Programs in Public Administration, Public Management and Public Policy." Canadian Public Administration. 47, no. 3 (2004): 379-405.

Mintrom, Michael. People Skills for Policy Analysts. Washington DC: Georgetown University Press, 2003. Ch. 1

**** Papers Due**

Final Exam Time & Date TBA. Location: TBA

AN IMPORTANT REMINDER:

Plagiarism involves using another author's words without attribution or otherwise presenting another person's work as one's own. It is a fraudulent and serious academic offence that will result in a severe academic penalty. Also, close paraphrasing of another author's work & self-plagiarism, including submitting the same, or substantively the same, work for academic evaluation more than once, are unacceptable practices that will result in a severe academic penalty.

The university policies on academic honesty are available at <http://www.sfu.ca/policies/teaching/t10-02.htm> and <http://www.sfu.ca/policies/teaching/t10-03.htm>.

The Department of Political Science's interpretation of this policy can be found at http://www.sfu.ca/politics/undergrad/ug_misc.html, and is available in hard copy format outside our General Office. All students are responsible for familiarising themselves with these policies.

A helpful SFU Library tutorial on plagiarism is at <http://www.lib.sfu.ca/researchhelp/tutorials/interactive/plagiarism/tutorial/introduction.htm>

The DOs and DON'Ts of AVOIDING PLAGIARISM

Do not:

- submit an entire paper or part(s) of a paper or papers that has been written or researched by any other person(s);
- submit a paper as an assignment that has been bought from another person or from a 'paper mill' or essay service;
- submit a paper or other written assignment that has been submitted at another time or for a different course by yourself or any other student or former student;
- submit material that has been downloaded from a website, without acknowledging (using appropriate citation style) that you have done so;
- take someone else's idea(s) and represent it/them as your own;
- copy any text verbatim, or with only slight variation from the original text, without using quotation marks and documenting the source with proper citation style;
- do not closely paraphrase another's material; either paraphrase completely in your own words, or cite as a direct quotation using quotation marks (in either case, give full credit and details regarding authorship and location of the original material);

Do:

- learn how to cite material properly (there are many good guides on this, including the departmental one);
- use a recognized citation style (eg. APA, MLA, Chicago), according to instructions given by the course instructor, and be consistent in the use of the style throughout any single piece of written work;
- carefully read and make sure you understand the university's policy on academic honesty;
- ask the instructor of this course or other faculty members if you have any questions about plagiarism.