



# ORCOM 199

## Organizational Communication Research

---

### Instructions for the Submission of the Proposal Manuscript (Draft 1)

**Deadline:** Refer to the *Course Guide*.

**Instructions:**

1. Main paper: Prepare your draft 1 manuscript based on the modified version of the student paper in the APA Style website. The modifications have been discussed in our last synchronous meeting.

**Note:** For guidance on the requirements and standards, please read the "Research Proposal Rubric (Draft 1)" (on our VLE).

2. Accompanying document: Please submit the full Turnitin report for your proposal. (Instructions on the use of the Turnitin Draft Coach in Google Docs is available online.)
3. Document submission:
  - a. All documents must be submitted through the submission email account. Those sent to the wrong email will not be accepted.
  - b. Submit the main paper in two file formats: **Word and PDF**. (If you must know why, I find it more convenient to mark and comment using the Word file. But I use PDF file to evaluate the format.)
  - c. Download and submit the Turnitin report in PDF format.
  - d. Follow the filename formats below:
    - Main paper: OC199\_PROPOSAL1\_SURNAME.INITIALS
    - Turnitin report: OC199\_TURNITIN\_SURNAME.INITIALS

4. **Reminder and clarification:**

As stated in the *Course Guide*, the penalty for plagiarism is a 5.0 for the requirement. **I apply this penalty without regard for the similarity percentage in your Turnitin report.** In other words, any instance of plagiarism, no matter how small, will result in a 5.0 for the paper, regardless of the similarity percentage. For example, I



failed a paper last semester with a similarity score of 5% because it plagiarized two sentences in a 10-page paper.

This also means that you should not use the similarity percentage as basis for determining plagiarism. Instead, **look at the flagged sections** in the full report and paraphrase or directly quote them as needed.

I hope you see how serious I am about this. More importantly, I hope you have enough respect for your own hard work to ensure it does not go to waste because of plagiarism.