

# POSITION PAPER GUIDE

## Singapore Model Cabinet 2024

*Note that each pair of double representatives is to submit ONE position paper which touches on both topics.*

### **Deadline:**

2359h, Sunday, 10 March 2024

### **Specifications:**

- The position paper is to be written in full prose and in English. Anything written in any language other than English will not be taken into account.
- Font to be used is Times New Roman, font size 11
- Justified text
- 1.5 line spacing
- Citations in the APA format
- Include at the top of the document

[Full name]

[Institution]

[Cabinet]

[Representation]

### **Length of Position Papers:**

All position papers should be no more than 750 words long. Citations are not included in the word count. Any writing beyond this limit will be disregarded.

### **Suggested Content:**

#### **1. Stance**

What stance does the ministry or statutory board assigned to you have regarding this issue?

## **2. Previous Action**

What has your ministry or statutory board done to address this issue?

## **3. Solution(s)**

What solution or solutions do you propose to address this issue?

*Note that your stance should be in line with the actual ministry or statutory board you have been assigned.*

### **Citations:**

The in-text citations and the list of references will not be included in the word count. References used should be properly cited. Any form of plagiarism is forbidden.

#### In-text Citations

For any assertion made within the position paper, in-text citations must be provided in the APA format: (Surname, Year Published)

E.g. Singapore produces 7.39 million tonnes of waste annually (Tan, 2017).

#### List of References

A list of references must be included for all position papers. This list should be appended at the end of the position paper and should be in alphabetical order.

Please adhere to the format below:

##### *For articles:*

Last name, First initial. (Year of publication, Month Day). *Title of article*. Publication. URL (if applicable)

E.g. Tan, H. (2017, September 21). *Hawker traditions in Singapore*. Hawker Culture in Singapore. <http://hawker.culture.sg>

##### *For books:*

Last name, First initial. (Year of publication). *Title of work*. Name of publisher.

E.g. Stoneman, R. (2008). *Alexander the Great: A life in legend*. Yale University Press.

**Training:**

If representatives are unfamiliar with the writing of position papers, they are welcome to attend the online training session that will be conducted on 24 February 2024. *Please note that this training session is not mandatory.*

**Submission Details:**

All position papers should be emailed to your respective cabinet email addresses (found under details about 'Academic Staff') in a .doc or .pdf format. Other formats will not be accepted. Take note that late submissions will not be accepted.