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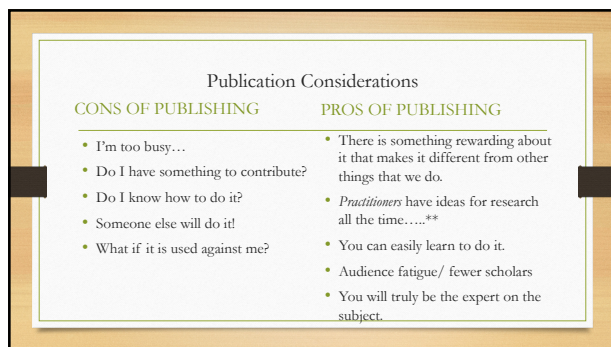
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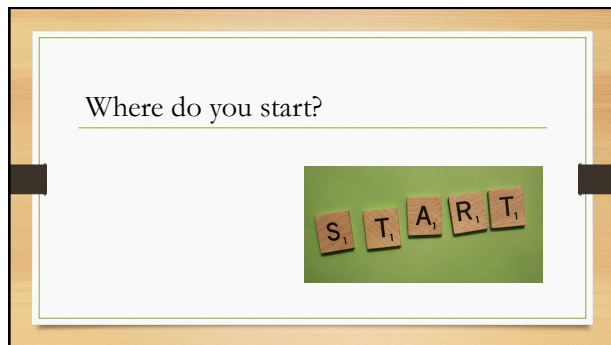
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### Preparing to Write

- Author or co-author?
- Decide on specific writing project
- Choose target journal
- **Email journal editor about your paper's topic, contribution and appropriateness of your paper for that journal**
- Collect information about journal
- Select sample paper (from the journal) to use as a guide?

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### Writing for a journal

- Step 1: Target your journal before you start writing
- Step 2: Research & Write your paper
  - Follow the instructions for authors
  - Ask friends/ colleagues to comment on drafts (deadline?)
- Step 3: Submit your paper to editor
- Step 4: Respond to the reviewers

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### Actually Writing.....

- Create a tentative outline
- If collaborating, helpful to use Google docs and assign sections-SET DEADLINES!
- Based upon literature review, what is known? What is missing?
- Insert authors names/ page numbers from lit review into your outline
- Begin populating sections—may not be in order of paper!
- Go through and backfill
- Create reference list last because you may eliminate many of your references!

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## Literature Review

When conducting a literature review, some suggested places to begin:

- EBSCO
- PubMed
- Google Scholar
- Websites for professional organizations often have a reference library (IARP)
- Consult popular textbooks on the topic

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## A good manuscript is...

- ☐ Concise but powerful
- ☐ Story like
- ☐ To the point
- ☐ Free from grammatical and stylistic errors
- ☐ Recognizes the contributions of others
- ☐ Technically correct

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## Keys to Good Writing

- ☐ The path to writing well is to read excellent writers and write.....and write...and write.
- ☐ "Free write" your thoughts. Don't worry about structure initially.
- ☐ Use the best paper in your field as a template
- ☐ Keep writing concise, dynamic and simple in construction.
- ☐ Convey enthusiasm in your writing so it attract the audience.

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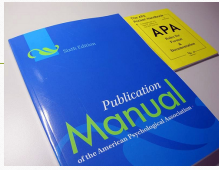
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Writing in APA Style is not difficult, but if you have never been asked to write in this style before, it can be a daunting process.

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### Main Sections

- ☐ Title
- ☐ Abstract
- ☐ Introduction
- ☐ Methods
- ☐ Results
- ☐ Discussion
- ☐ Acknowledgements
- ☐ References
- ☐ Title, key words and abstracts are used for electronic searches

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### Title Page

- Running Head is in all caps and is only several words, usually part of the title, flush left and on every page, for example: MEDICINAL MARIJUANA IN LIFE CARE PLANS
- Centered, in all caps, is the title of your article. Make sure that it is relevant to the piece.
- Followed by authors' names (without affiliation)
- If requested, this will be followed by (centered), author's note (brief paragraph about author)

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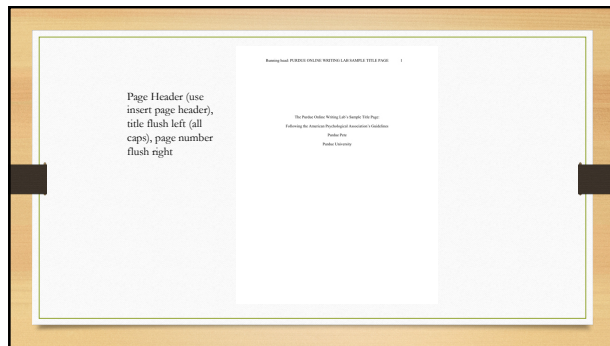
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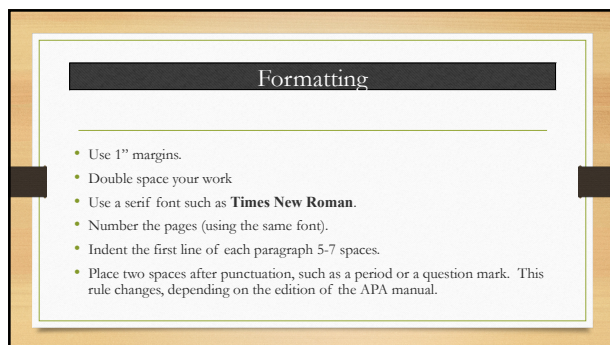
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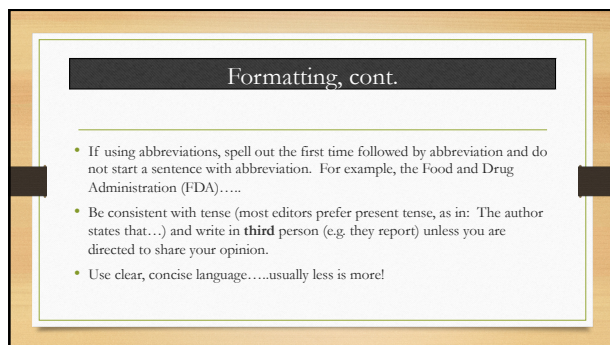
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## Formatting Sections of your Manuscript

- Use headings to separate the sections of your paper.
- Some typical topics include: Literature Review, Methods, Results, Discussion/ Implications
- Centered and bold when you change topics: Results, Discussion, Implications for Practitioners, etc.
- Bold, Left Sided when you are discussing sub topics
- Consult the APA Manual about this, or visit the OWL at Purdue, an online resource.

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There are **5 heading levels** in APA. The 6<sup>th</sup> edition of the APA manual revises and simplifies previous heading guidelines. Regardless of the number of levels, always use the headings in order, beginning with level 1.

Level	Format
1	Centered, Boldface, Uppercase and Lowercase Headings
2	Left-aligned, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase heading with a period. Begin body text after the period.
4	<i>Indented, boldface, italicized, lowercase heading with a period. Begin body text after the period.</i>
5	<i>Indented, italicized, lowercase heading with a period. Begin body text after the period.</i>

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## Abstract

- An abstract is simply a brief summary of your paper. The goal of the abstract it to inform the reader of the ideas (and/or research) contained therein.
- Abstracts should be 150-250 words
- If you are writing a research-based manuscript, you want to include hypothesis, basic research design and results
- **Writer's Tip:** Abstracts can often be written *after* the manuscript is complete

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### Abstract- more

- ❑ Should be informative and reflect the main 'story' of the article.
- ❑ The only chance you have to get the reader's attention.
- ❑ Should be crisp, concise and accurate.
- ❑ Give a quick idea of the contents (*Stand alone*).
- ❑ What and how research was done
- ❑ Provide a brief conclusions
- ❑ *The detailed information must be present in the body text, not in abstract.*

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### Introduction

- In your introduction, you will want to provide the foundation for your paper
- Basic background information about the field of study
- Problem: What is missing from the field that your paper will address?
- How you will address the problem?

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### Citing Your Sources

When writing, make certain you are properly **citing** your sources.

Every source you use should be cited twice:

- 1) within the body of your paper (this is called "in-text") **and**
- 2) in a reference list that should appear at the end of the manuscript.

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### Avoiding Plagiarism

- To avoid plagiarism you must cite your sources correctly. Sources might include peer-reviewed journal articles, books (preferable), or websites (avoid Wikipedia, Yahoo Answers, etc.).
- When writing a literature review you are either *paraphrasing* or *directly quoting* the source where you found the information.
- The Owl at Purdue offers [an explanation of the differences](#) between paraphrasing and directly quoting.
- Most editors will use a plagiarism checker

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### Examples of In-Text Citations

When Paraphrasing, your text might look like this:

There is literature that suggests that success in a prerequisite course does not guarantee success in a subsequent course in the same content area or discipline (Bashford, 2000).

Or

White and Mitchelmore (1996) concluded that a prerequisite to a successful calculus class is an abstract-general concept of a variable.

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### In Text Citations

- When referencing more than one document after one sentence, put authors' names in alphabetical order.
- When a work is authored by 3-5 authors, include all names in the first citation in your work and subsequently refer to them as (Name et al., YEAR).
- When a work is authored by 6 or more authors, always reference it as Name et al., YEAR).
- If citing works by the same author in the same year include a,b,c after the citation. For example: (Weed, 2000a; Weed, 2000b)

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### In Text

- Include the author's name and year when paraphrasing.
- Include the author, the year, and the page number when quoting the source directly, and put quotation marks around the words.

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### More Examples of In-Text Citations, cont.

#### For Direct Quotes Under 40 Words

"Adult literacy is closely intertwined with children's education because a child's inheritance is determined by its parent's estate" (Daniel, 2003, p. 8).

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### Block Quote- 40 words or more

#### Example of a block quotation:

It has been argued that the whole of society would benefit greatly through the long-term retention of students by the development of a more educated work force and a better-informed citizenry (Lee, 1986). According to Psacharopoulos and Woodhall (1986):

Education yields direct and indirect benefits both to the individual and to society. The most obvious direct benefit is that educated workers receive higher incomes than those who are less educated. Thus, the direct benefit of education for individuals is higher lifetime earnings, and for society it is the higher productivity of educated workers and the additional contributions to national income over their entire working lives. (p. 38)

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## Reference List

- Include reference page(s) listing all of your sources.
- Center the title of the page "References" and do not bold.
- Flush left the first line and *indent* subsequent lines of each reference.
- Insert references in alphabetical order by first author.
- Capitalize the first word of a title, proper noun, and first word after colon. Do not italicize title of article.
- Capitalize major words in a journal title or a book name and italicize.

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## References

Becker, G. S. (1993). *Human capital*. Chicago, IL: The University of Chicago Press. (This is an example of a book)

Phillips, J. M., & Gully, S. M. (1997). Role of goal orientation, ability, need for achievement, and locus of control in the self-efficacy and goal-setting process. *Journal of Applied Psychology*, 82(5), 792-802. (This is an example of a journal article)

Tinto, V. (2003, June 15). *Student success and the building of involving educational communities*. Retrieved from <http://soeweb.syr.edu/Faculty/Vtinto/Files>. (This is an example of a website)

EndNote or Bibtex

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## Book Reference

Tinto, V. (1995). *Leaving college: Rethinking the causes and cures of student attrition*. Chicago: University of Chicago Press.

\*When the author has two initials, there is a space in between the initials.

\*\*The title of the book is in italics and only the first word is capitalized.

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**Reference to an Article**

Author's last name and initials      Year of publication      Title of Article

Bullock, S. M. (2013). Using digital technologies to support Self-Directed Learning for preservice teacher education. *Curriculum Journal*, 24(1), 103-120. doi:10.1080/09585176.2012.744695.

Title of Journal (in italics)      Volume Number (in italics)      Issue Number (not in italics)      Page numbers      Doi number

- The second line should be indented five spaces. This should be double spaced...

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**Final Step is Revision and Proofreading**




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**Manuscript Revision**

- ☐ Proofreading- All authors should participate
- ☐ Grammar and spelling errors
  - ☐ Consistent verb tense
  - ☐ Vocabulary
  - ☐ Tighten the sentences
  - ☐ Spell-check
  - ☐ Punctuation
  - ☐ Typos




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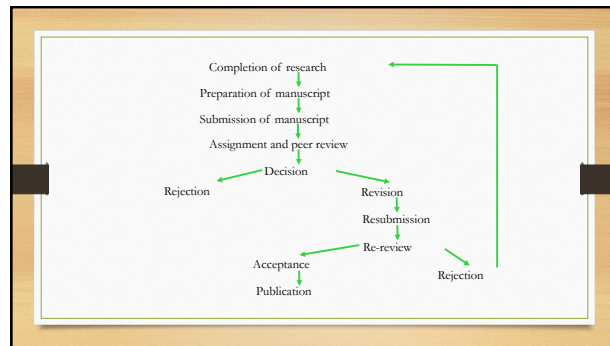
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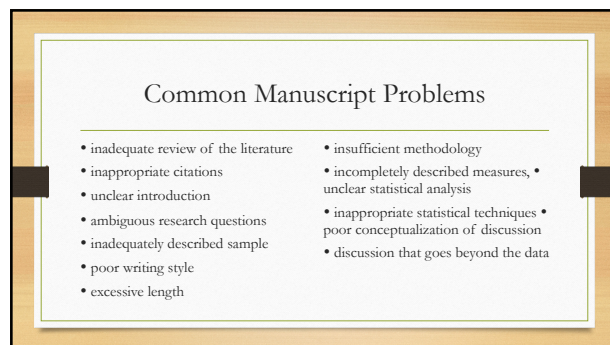
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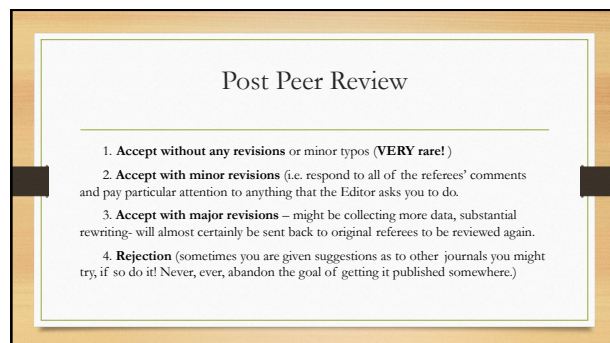
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### Editor/ Peer Reviewer Comments

- Referees are not your enemy—consider them an ally who can help improve your manuscript
- Deal with each and every point
  - You don't need to agree with all of them
- Can make additional changes
- Don't cast aspersions on referees, or try to guess the referees' identity (you are likely to be wrong)
- Be courteous to referees & editors

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