Writing101: Guidelines for Preparing Graduate Course Manuscripts

Presented by Frank Harris III
Assistant Professor, Postsecondary Education
ARPE Department
frank.harris@sdsu.edu
Overview

- Faculty Expectations for Graduate-Level Writing
- APA Basics
  - In-Text Citations
  - Quoting and Paraphrasing
  - Citations in Reference Pages
  - Title Pages
  - Headings and Subheadings
- Effective Writing Practices
- Refer to the APA Manual for
  - Tables and Figures
  - Appendices
  - Abstracts
Disclaimers

- This presentation is based on the 5th edition of the *American Psychological Association’s* (APA) publication manual.

- This presentation is not intended to be used as an alternative to writers’ due diligence in ensuring their manuscripts are correctly formatted according to published APA guidelines.
Faculty Expectations for Graduate-Level Writing

- Your writing will reflect that of a professional educator and/or administrator
- You will master APA guidelines immediately
- Your papers will be carefully proofread before being submitted
- They can concentrate on content, not grammatical misgivings, misspellings, typos, and other blemishes
- They will see noticeable improvement in your writing from assignment to assignment, and that you are not repeating the same mistakes
Why APA Style?

- Used almost exclusively in Social Science and Education publications
- Almost everything you read will be formatted according to APA style
- Consistency in citations across student work
- Can be appropriately applied to research, technical reports, and even administrative memoranda
- Dissertations must be formatted in APA
In-Text Citations

- Vary the format you use for in-text citations to avoid repetition.
  - According to Bolman and Deal (1994), leadership requires vision, integrity, and the ability to learn from past experiences.
  - Bolman and Deal (1994) note that effective leaders have vision, integrity, and learn from their past experiences.
  - Leadership requires vision, integrity, and experience (Bolman & Deal, 1994).
In-Text Citations

- Multiple citations within parenthesis are listed alphabetically by the first author’s last name and separated by a semicolon.
  - (Birnbaum, 1998; Bolman & Deal, 1994; Kezar, 2005).

- Use of “and” vs. “&”
  - Use “and” when citing within the text (as in the first two examples on the previous slide):
  - Use “&” when citing in parentheses (as in the third example):
Quoting and Paraphrasing

- Avoid too many direct quotations in your text. Ask yourself if a quotation is truly necessary (as opposed to paraphrasing or summarizing the material).

- Direct quotations should be interpreted or contextualized for the reader. Do not just leave the quote “hanging out there.”
  - What does the quote mean?
  - How does the quote relate to and/or support the point I am making?
Quoting and Paraphrasing

- Include page numbers when using a direct quote:

  “Management is doing things right, leadership is doing the right thing” (Bolman & Deal, 1994, p. 28).

Bolman and Deal (1994) contend that “management is doing things right, leadership is doing the right thing” (p. 28).
Quoting and Paraphrasing

- Use the “block” format for direct quotations that are 40+ words
  - Double spaced
  - Indent 0.5 inch (usually one tab stop)
  - No quotation marks
  - Period before the citation

**NOTE:** The block quotations in this presentation are single-spaced to save space. However, all block quotations should be double-spaced in the manuscript.
Quoting and Paraphrasing

Scholars have distinguished leadership and management with respect to their roles and functions during times of crisis and change.

In modern organizations, management provides consistency, control, and efficiency. But leadership is needed to foster purpose, passion, and imagination. Particularly in times of crisis or rapid change, we look to leaders, not managers, for hope, inspiration, and a pathway to somewhere more desirable. (Bolman & Deal, 1994, p. 77)
Scholars have distinguished leadership and management with respect to their roles and functions during times of crisis and change. For example, Bolman and Deal (1994) remarked:

In modern organizations, management provides consistency, control, and efficiency. But leadership is needed to foster purpose, passion, and imagination. Particularly in times of crisis or rapid change, we look to leaders, not managers, for hope, inspiration, and a pathway to somewhere more desirable. (p. 77)
Quoting and Paraphrasing

- In midsentence – end the quote with quotation marks and cite the source in parenthesis immediately following the quoted material.

In relying upon the human resource frame, “understanding people and their symbolic relations with organizations” (Bolman & Deal, 2003, p. 115) is important for leaders.
Quoting and Paraphrasing

- Citations within quotations must be included in your manuscript, but not in the reference list (unless cited elsewhere in the manuscript).

Bolman and Deal (2003) note that “a survey by the American Management Association found that less than half of downsized companies went on to report higher profits subsequently (Gertz & Baptista, 1995)” (p. 128).
Quoting and Paraphrasing

- When omitting material from quotations use three spaced ellipsis points (.. .) to indicate that you have omitted material from the original source.

  Bolman and Deal (2003) note that “. . . . less than half of downsized companies. . . . went on to report higher profits after downsizing” (p. 128).

- Use four dots when omitting material from the beginning or end of a sentence. Use three dots when omitting material in the middle of the sentence.
Quoting and Paraphrasing

- Use brackets to indicate material in the quotation that does not appear in the original source.

Bolman and Deal (2003) note that “. . . . less that less than half of downsized companies went on to report higher profits [shortly after downsizing]” (p. 128).
Quoting and Paraphrasing

- Citing secondary sources.

In text:

Birnbaum’s (1988) study revealed that most companies report profit losses after downsizing (as cited in Bolman & Deal, 1994).

Most companies report profit losses after downsizing (Birnbaum, 1988, as cited in Bolman & Deal, 1994).

In the reference list site Birnbaum (1988) and Bolman and Deal (1994).
Citations in Reference pages

NOTE: The references in this presentation are single-spaced to save space. However, all references in the manuscript reference page should be double-spaced.
Citations in Reference Pages

Books:


- Double Spaced
- First word of title capitalized
- Capital letter following colon
- Full title in italics
Citations in Reference Pages

- Edited Books (in their entirety) with one editor:

Citations in Reference Pages

- Edited Books (in their entirety) with two or more editors:

Citations in Reference Pages

Chapters in edited books:

New Directions monographs:


Citations in Reference Pages

Articles:

Articles (continued from previous slide):
- Double spaced
- First word of article title capitalized
- Capital letter following colon in article title
- Each word of journal/periodical title capitalized and in italics
- Volume number in italics
- No italics for issue number
Citations in Reference Pages

- Electronic sources--A printed journal in electronic format:

Citations in Reference Pages

- Electronic sources—An internet-only journal or periodical (not available in print format):


  - Remove hyperlinks from the manuscript
Citations in Reference Pages

- Reports published by an organization w/o an author:

Citations in Reference Pages

- Reports published organization w/ an author:

Citations in Reference Pages

- Magazine article:


  Same format as journal/periodical citation except includes month, date, and year of publication.
Citations in Reference Pages

- Electronic Databases


- Substitute page numbers w/ paragraph numbers using, “para. 4” or “¶18”
Title Pages

- Elements of the title page:
  - Running head (optional)
    - An abbreviated title, not too exceed 50 characters (including spaces and punctuation)
    - Flushed left at the top of the page below the manuscript page header in all CAPS
  - Title (and byline if applicable)
    - Centered; in uppercase and lowercase letters
    - Positioned in the upper half of the page
    - Double space if two or more lines
Title Pages

- Authors and Institutional Affiliation(s)
  - Centered and one double-spaced line after the title
  - 1-2 authors w/ the same institutional affiliation

Marilee Bresciani and Frank Harris III
San Diego State University
Title Pages

- 2 or more authors w/ two or more affiliations:

  Marilee Bresciani  
  North Carolina State University

  Frank Harris III  
  University of Southern California
Best Practices

- Unless otherwise indicated, format papers in Times New Roman 12-point font, with one inch margins on all sides of the paper.
- Unless specifically requested, avoid using clip art, pictures, colored paper, and decorative stationery.
- Always staple papers prior to coming to class.
- Unless otherwise indicated, double space all assignments—this enables faculty to provide comments.
- Format all papers in Microsoft Word.
- Never submit a paper without a reference page.
Common Writing Errors

- Placing one’s name, date, and course number in the upper right corner instead of providing a title page
- Labeling the reference page “works cited,” instead of “References”
- Contractions (aren’t, can’t, don’t, won’t, etc.)—spell out instead (are not, cannot, do not, will not, etc.)
- Numbers—one through ten are spelled out—11+ are represented numerically (as a general rule).
- “This paper examines...”—instead, “...is examined in this paper”
Common Writing Errors

- Misuse of % sign—numbers one through ten are followed by the word "percent"—anything represented numerically (11+) are followed by the % sign (e.g. 26%)
- Improper citations of electronic resources— websites and articles retrieved electronically
Other Common Errors

Using acronyms without first spelling out the whole thing...

- **Wrong:**
  - I am a student in the SDSU Ed.D. Program
  - NASPA recently released a report...

- **Correct:**
  - I am a student in the San Diego State University (SDSU) Doctor of Education (Ed.D.) Program.
  - The National Association of Student Personnel Administrators (NASPA) released a report. . . . NASPA members responded negatively.
Other Common Errors

Using et al. without first spelling out all the authors...

- Wrong:
  - Harris et al. (2004) found significant differences among...

- Correct:
  - Harris, Bresciani, McFarlane, and Hampton (2004) found significant differences among...

  Later in paper... “as reported by Harris et al. (2004).”
Other Common Errors

- Placing unnecessary commas and periods in et al.

Wrong:
- Harris, et al. (2004)
- Harris, et. al. (2004)
- Harris, et, al. (2004)

Correct:
- According to Harris et al. (2004),
- The differences were not significant (Harris et al., 2004).
Other Common Errors

Use of articles from websites and the popular press, instead of professional publications (acceptable) and peer-reviewed academic journals (desirable)

Avoid:

- Websites
- Time Magazine, People Magazine, Essence, etc.
- The New York Times, USA Today
Other Common Errors

- Acceptable (with minimal use):
  - National Education Association Today, About Campus, The School Administrator, ASCA School Counselor
  - Diverse Issues in Higher Education, The Hispanic Outlook
  - The Chronicle of Higher Education, Inside Higher Ed
  - Technical reports or professional association publications retrieved via the Internet
  - Dissertations (with VERY minimal use)
Other Common Errors

- Most Desirable:
  - Books
  - Peer-Reviewed Academic Journals
APA Resources

- APA Style.Org
  - http://www.apastyle.org/pubmanual.html

- APA Research Style Crib Sheet

- The University of Wisconsin’s Writer’s Handbook
APA Resources

- APA Formatting and Style Guide--The OWL at Purdue
  - http://owl.english.purdue.edu/owl/resource/560/01/
Get the Book!
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