APA Literature Review Research Paper, 6th ed.

A Critical Summary of What Scientific Literature Says About a Specific Topic

(a Non-APA Experimental Report Research Paper)

The following are only highlights of what should be done in your paper, you are expected to refer to your APA manual for details

"Main Concepts / Definition of APA"

* Place your thoughts/research in an **organized and structured** fashion. (ie outline)

* Express author's views by collecting similar research and **comparing and/or contrasting** it in your paper. (ie talk show)

* Give **credit where credit is due**. Provide proper citations and references. ie (Butler, YEAR)

Be Enthusiastic About Your Topic

…and "Run With It"
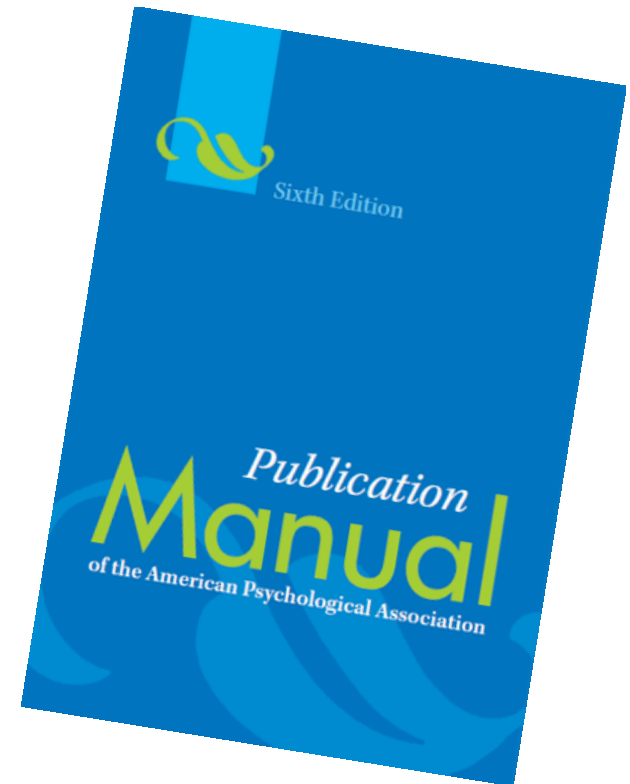
"Main Pages/Areas of the Manuscript"

Title "Page"

Abstract "Page"

Text "Body of the Paper"

Reference "Page"

Figure "Page"

"Headings"

- **Much like an outline (ie textbooks)**

  ie (I, II, III, A,B,C, 1.,2.,3., etc…)

- **Headings function as an "outline"**

  to reveal a paper's organization

- **Avoid only having (1) "subsection"**

  heading (exception Level 3)

- **The number of levels of headings needed**

  will depend on its length and

  complexity.

I. AGRICULTURE COMPARED TO HUNTING-GATHERING

    A. Advantages of Agriculture
       1. More efficient use of land
         a. agriculture: 1 sq km supports 50 people
         b. hunting-gathering: 25-30 sq km support 5-6 people
       2. More stable food source through year (with storage)
       3. More free time in non-critical seasons

    B. Disadvantages of Agriculture
       1. Malnourishment
         a. farmers often deficient in protein
       2. Labor intensive in critical seasons
       3. High risk if crops/herds fail

II. IDENTIFYING DOMESTICATES IN ARCHAEOLOGICAL RECORD

    A. Plants
       1. Seeds are bigger in size
         a. example: teosinte to maize
         b. example: domesticated sunflower is at least 5 mm
       2. Seed coats are thicker
       3. Found outside natural range of distribution

    B. Animals
       1. Horns change in morphology
         a. example: sheep
       2. Body size changes
       3. Changes in coat or fur
       4. Age-sex distributions in skeletal collections
         a. few old males
         b. many slaughtered young males
         c. many old females
       5. Found outside natural range of distribution

Heading I

Heading II

Heading III

"Construction of Headers"

The following (outline) are rules "and" examples for a 3rd Level APA Paper

see **Handbook: p62**

Level 1:

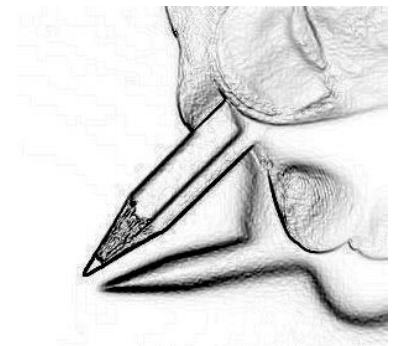**Centered Uppercase, Lowercase, and Bold**

Level 2:

Flush Left, Uppercase, Lowercase, and Bold

Level 3:

Indented, uppercase only first letter of first word, lowercase, within the paragraph, bold, and ending with a period.

Note: Sentence like; but, does not have to be a complete sentence.

"Specific Points for APA Mechanics, Grammar, and Punctuation"

Paper:

- White paper, 22.59 x 27.94 cm's (8 ½ x 11 inches)

- No: half sheets, glue, tape, holes, tears, stains, etc…

Typeface:

- Size 12 Times Roman or Courier Font

Underlining:

- No underlining in the paper is allowed

- If underlining is found as part of a reference, change it to italics

Double Spacing:

- Entire paper is to be primarily double spaced (DS); btwn paragraphs, too …

- Minor exception is after Running head and page number: DS x 2

Margins:

- 2.5 cm's (1 inch) at the top, bottom, right, and left of every page

- right and bottom margins may vary "slightly" to avoid "floaters"

Floaters:

- No single word or lines should "float" at the bottom or top of a page

- Extend those words or lines onto or before the next page if necessary

- This includes URL's on reference page; place a space within the URL to separate

Line Length and Alignment:

- Length of a single line is to be about 17 cm's (6 ½ inches)

- Do "not" right justify

- Use flush-left style and leave the right margin uneven

- Do not divide words at the end of the line; "no" hyphenation

- Do not exceed 27 lines of text per page; however, prevent "floater" lines

Page Numbers:

- Number should appear at least 2.5 cm's (1 inch) from the top right edge of page

- Arabic numerals only (ie 1, 2, 3, … <u>no</u> 2a or 3b, etc…)

Paragraphs and Indentions:

- Indent the first line of every paragraph 5 (not 3 , not 10) spaces

- Remaining lines are uniform left edge margins

Exceptions to Paragraphs and Indentions Include:

- Abstract

- Block Quotation (s)

- Titles and Heading

- Figure Caption (s)

Spacing and Punctuation:

- Insert <u>one</u> space after: commas, colons, semicolons, abbreviations, and names:

  (i.e. a. m. or i. e. or D. J. Butler)

- Insert two spaces after punctuation marks at the end of a sentence.

Boldface:

- Only "boldface" within the body of the paper (ie. headers)

- Not: Title Page, and the words Abstract, References, Appendix

Seriations:

- To indicate seriations within a sentence/paragraph,

   use lower case letters with parentheses:
ie.

… consider that DNA is (a) found in the nucleus of eukaryotes, (b) found on cell membranes, and (c) found in the mitochondria (mtDNA).

- To indicate seriation in separate paragraphs or sections (ie. itemize list or steps), number each paragraph, followed by a period but not enclosed in or followed by parenthesis: (best used if the seriations need to include more detail/information).

ie.

   1. Begin with a paragraph indent. Type the second and succeeding lines flush left. Consider DNA found in the nucleus of eukaryotes and what impact ….

   2. The second item begins a new paragraph. This type of seriation is in paragraph form. DNA found on cell membranes can be used as a way for cells ….

   3. The third item begins a new paragraph. This type of seriation is in paragraph form. DNA is also found in mitochondria as ….

Spelling / Grammar:

- Words are to be correctly spelled.

- Do not use a hyphen unless it serves a purpose.

- Do not use a hyphen at the end of a line.

- Be aware of scientific terms and names.

- Avoid 1st and 2nd person point of view; use 3rd person only; still, avoid the "it":
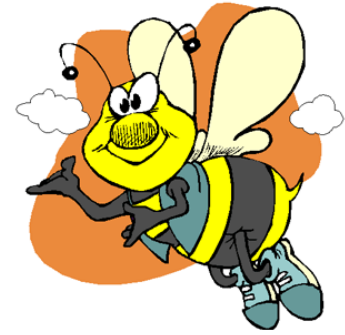
Quotations:

- Quotes <u>fewer</u> than 40 words, incorporate the short quote in the text, and enclose the quotation with double quotation marks (" ").

- Quotes <u>more</u> than 40 words, display the longer quote in a free-standing block paragraph, indent 10 spaces from the left and right of the page, and omit any quotation marks.

- May use "transitional" words to flow from one point to another with quotes

  - ie's: http://www.studygs.net/wrtstr6.htm

  - cite/ref sentence(s); however, not necessary if you're <u>referring</u> to a cited quote

Metric:

- All papers are to use metric

- Metric abbreviations are fine

Corrections:

- Fix all errors using a "black pen"

- Limit 3 errors corrected as previously

  mentioned per page; otherwise, re-type

Do Not Plagiarize:

- Use <u>your own words</u> ; but you <u>must still</u> cite and reference the information:

  - proves that you have digested and helps you understand the topic

  - typically shorter than the original text

Tips to Not Steal an Idea:

•**Reread the original text and mark the text (highlighting key ideas, circle key words) as you read.**

•**Use a dictionary to look up any words you don't understand. Then, re-read the passage until you understand.**

•**Hide the author's original work and write down the author's ideas in your own words.**

•**Revise your work. Make sure it is clear and sticks to the meaning of the author's work.**

•**If you do use a resource in verbatim, place quotes (" ") around the information; but it is suggested that you do this as little as possible.**

•**Use a plagiarizing online tool for verification.**

- **Resource on Plagiarism:** http://plagiarism.org/citing-sources/how-to-paraphrase

"General Directions and Order of an APA Format Paper"

- Consult APA Manual for Specifics or Clarifications -

"Title Page"

Title
- Uppercase and lowercase, centered on the page; (no boldface or italics)
- If two or more lines, DS ; Title to be no more than 12 words

Byline
- "Name" of author, centered on page, one DS below title ; (no boldface or italics)
- "Affiliation", centered under the author's name, one DS below author's name.
- "Date" fully spelled out month, then numbered day and year, centered

Running head
- Abbreviation of the title; (no boldface or italics)
- Flush left at the top of the title page in all UPPERCASE letters (except for the term "Running head" (which is only on title page); Uppercase only the "R".
- Place abbrev. title "only" on all pages; same line as the page number

Page Number
- Flush right, 2.5 cm's (1 inch) from top and 2.5 cm's (1 inch) from right side.
- Placed on all pages of the paper ; same line as the Running head
- (no boldface or italics)

"Abstract" Page

* State a "purpose" for reading the paper.
* State a "goal" that the reader should obtain from reading the paper
* State "objective (s)" "ie. 3-4" that relate to the goal you mentioned.
* Give a brief summary of the paper (if necessary)

* Keyword list: *Keyword* is in italic
  - words that capture the <u>most</u> <u>important</u> aspects of the paper
  - refrain from being too general
  - ie words that a search engine would use to locate the paper online

    - New page, Running head, and page number 2
    - Type: Abstract (no boldface or italics) at the top of the page
    - To be a single paragraph in "block format"
    - 150-250 words
    - DS (except DSx2 btwn R.h. and Abstract)

"Text or Body"

* **Restate the Title (Level 1); DSx2 between R.h. and Title**
* **Begin by, restating the purpose, elaborating on initial goals, restating, rewording, and/or defining any terms**
* **Proper use of Level 1 (3-4), 2 (many), and 3 (1-2) headers should be used**
* **Each remaining pages should carry the R.h. and page number**
* **Follow all APA formats in accordance to APA guidelines**
* **Follow proper citation (referencing) procedures**
* **Only place for bold headers**

Discussion

* **Level 1 header title format**
* **Include at the end of the paper as part of the text/body; not necessarily to be a separate paper; 3 paragraphs with about 5-9 sentences per paragraph.**
* **Wrap up what has been presented in your paper. Pull back into a more general format that restates the main points of the paper. Refrain from introducing new concepts. May also call for action or overview future possible research.**
* **Free to use your own words, mention why to topic is important, state your own opinions, and/or (citations are not necessary); but, retain 3ʳᵈ person.**

"Reference" Page

- New page
- Type, Reference (no boldface or italics); DSx2 btwn R.h. and Reference Title
- DS all references
- Alphabetical
- Indent 5 spaces after the first line of reference for all proceeding lines
- Review "Reference Guide" and "Text" on how to reference certain resources
        - note: italicize when necessary for Reference, ie Journals

* Do not list "interviews" under references; but cite in paper instead (see example)

* Reference Figures on Figure Page (tbd)

* No Author (not preferred) get permission to use first

Notes: * No referencing of "public opinion or managed" websites (ie. Wikipedia)
        or directly for general multi-search engines (ie. Google)
        * No referencing family members or friends
        * Best to have recent references (ie 10 years
        or earlier) ; permission otherwise

- see Handbook: p193

"Figure" Page

- NO Header
- Place figure in center of page
- Figures should make good use of space
- Neatly done and professional
- Tape or glue not accepted
- One figure per page
- If only 1 figure cite and reference as Figure 1

- Include a Figure "caption/legend"
  - Can be a one liner or a few sentences paragraph
  - see example (ie. *Figure 1.* ← italicized prior to legend which is not italicized)
- Include the reference for a Figure below the Figure caption/legend

* Include "citation" in Text as (see Figure 1) ; must correlate with text

Appendix
(optional (ie. research lab))

DS, begin each one on a separate page

Type the word: Appendix , and the identifying capital letters (A,B, etc., in order in which type are in text) centered at top of page.

DS, indent the first 5 spaces and begin the text of the appendix.

If figures are to be included in an appendix, number them separately from any text figures, beginning with 1 and preceding the numeral with letter of the appendix in which the figure belongs (ie. 3 figures on one appendix, (1A, 2A, 3A)

appendix

← *wrong kind of "appendix"*

**Sample Paper in Text: see **

**Manuscript Checklist in Text: see **

Sixth Edition

Publication
Manual
of the American Psychological Association
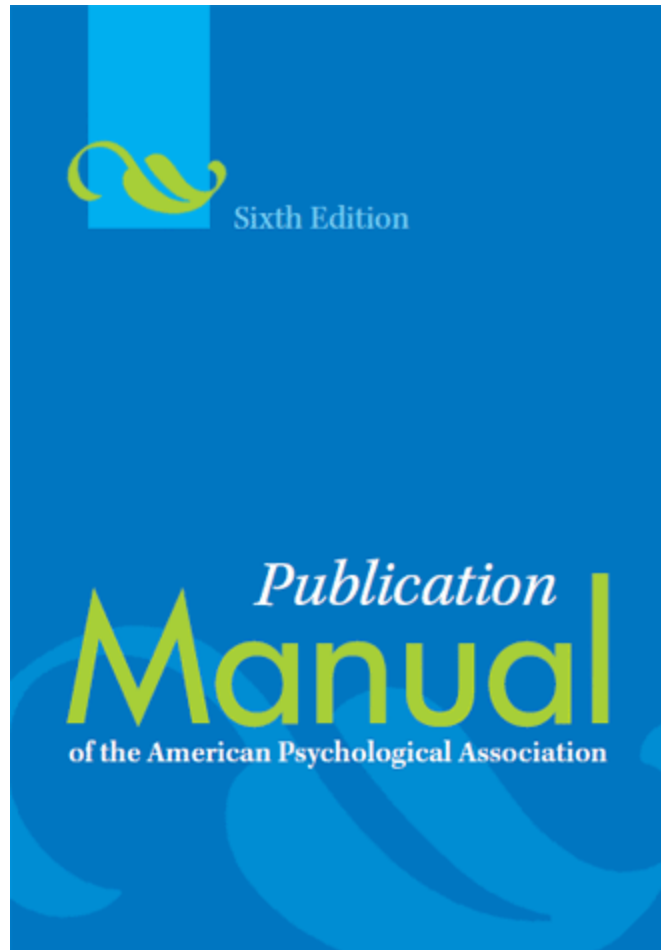
Preparing for Submission

-Requirement

-Find, photocopy, type, or print out directions for a manuscript to be submitted for review

-Publication should related to your topic; but not necessary

-Staple the directions at the very end of your paper

The University of Texas at Austin

Undergraduate
Research
Journal

Submission Guidelines
All APA articles must be submitted in a sealed manila envelope to Becky Carreon in SSB 4.206. Name, telephone number, email address, "URJ Submission", and the current date must be written legibly on the front of the envelope. The envelope must contain all of the following:
- Electronic copy of the manuscript should be included or referenced for access
- 2 hard copies of the manuscript
- Cover letter

"Internet Resources and Guidelines"

* Classroom Website (Information, Links and Examples):
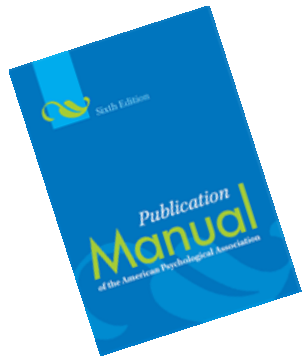
www.rm118.com
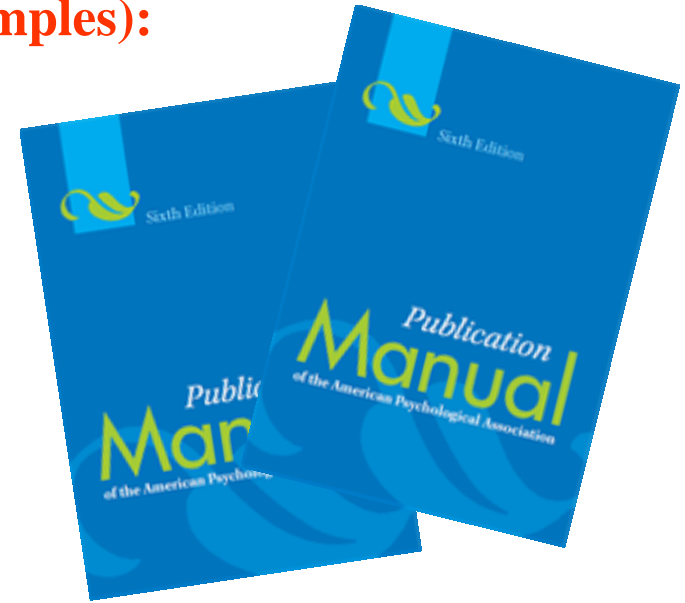
* APA Formatting and Style Guide:

http://owl.english.purdue.edu/owl/resource/560/01/

* APA Home Page

http://apastyle.apa.org

* APA Video Tutorial:

http://flash1r.apa.org/apastyle/basics/index.htm

* Article Sources:

Inspire ; Google.Scholar.Com ; Ball State University's Library: OneSearch

In order to help you with the assignment, periodic assignments may be given in addition to your regular assignments to prevent procrastination but also to insight understanding of APA

Ineffective Model	Effective Model
Analyzing 10% **Planning** 10% **Searching** 80%	**Analyzing** 25% **Searching** 15% **Planning** 60%
Often students are spending most of their time on the computer searching for information on a topic. Little time is being spent on preparation and planning for what they are searching for, which results in ineffectual findings.	In order to find information effectively, students should spend most of their time planning what they are searching for by creating word webs or concept maps on their topic. Effective searching is done when most of the planning, analyzing, and keyword refining is done away from the computer.

Concept maps = way to organize your thought and research ; TBA

Any Questions ?