



Who Wants to Be a Doctor? The Write Approach

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Critical Things You Must Do!

Download Documents from the Applied Research Site, and Then Use Them

- Syllabi for Concept Paper, Proposal, and Dissertation
- Nova's Guide to Form and Style May 2016
 - Trumps APA every time
- Templates—Change formatting for margins; widow/orphan
- Many additional documents



Take the Cellophane Off Your APA Manual

- Make sure it is the 6th Edition.
- Tab important pages.
 - Citations
 - References



Know Your Subject and Your Audience

Subject

- Have you researched your topic to the point where you are an expert on the literature in your field?
- Who are your topic's biggest critics?
- What are the best trade journals for your field?



Know Your Subject and Your Audience

Audience

- How is the academic audience different from your other audiences?
- What ordering of your information will make it clear to them?
- What terms need defined?



Future Doctor _____

Keep the Focus!

- The problem is.....
- The purpose of this applied dissertation is...

When you have writer's block--

- What I really want to say is...



Know Your Subject and Your Audience— Understand Your Project

- What three questions would you like answered about this problem?
- What are some possible methods for finding the best answer?



Know Your Subject and Your Audience— Getting Started

- Brainstorm your ideas.
- Write each idea down using post-it notes so they can be sorted and reorganized later
- Use the outlining function on a computer.
- Make level two headings
- Ask questions.
- What additional research is needed?





Use SharkWrites to Master Your Academic Writing

<http://nova.campusguides.com/sharkwrites/>

Tune Up Your Academic Writing

- Academic writing is NOT conversational!
- Academic writing is NOT an essay.
- You do NOT express your own opinion.
- Every statement and conclusion should be supported with the lit.
- Do not use the familiar “I, we, you, “ etc. unless it has a specific antecedent.
- Use a higher level of vocabulary



Direct from APA, Sixth Edition

An experiment cannot *attempt to demonstrate, control unwanted variables, or interpret findings*, nor can tables or figures *compare* (all of these can, however, *show or indicate*.)

American Psychological Association (*APA, Sixth Edition, 2010*). *p. 69.*



Master the academic writing style

- What the research shows...
 - 110 documents were reviewed over a 6-year period
 - Common themes for manuscripts submitted to *Research in Schools*
 - Let's eliminate these errors in your paper.

Onwuegbuzie, A. J., Combs, J. P., Slate, J. R., & Frels, R. K. (2010). Editorial: Evidence-Based guidelines for avoiding the most common APA errors in journal article submissions. *Research in Schools*, pp. ix-xxxvi



Grammar—72% of the Errors

- Most frequent error—use of *since* when *because* is the appropriate subordinate conjunction—42 % of the manuscripts.
- Use the FIND function in Word to search for *since*.
- If your use of the word *since* does not refer to time, use *because*.



Grammar—72% of the Errors

- Second most frequent error—use of *while* instead of *although* or *whereas*--29% of the grammar and usage errors in manuscripts.
- Use the FIND function in Word to search for *while*.
- If your use of the word does not refer to time, use *although* or *whereas*.



Grammar—72% of the Errors

- Third most frequent error in grammar and usage—use of *which* instead of *that*--28% of the grammar and usage errors in manuscripts.
- Use the FIND function in Word to search for *which*.



Subject-Verb Disagreement—25%

- Most common are verbs used with *data*.
- Remember that *data* is plural.



Take the Cellophane Off Your APA Manual—Formatting Errors 67%

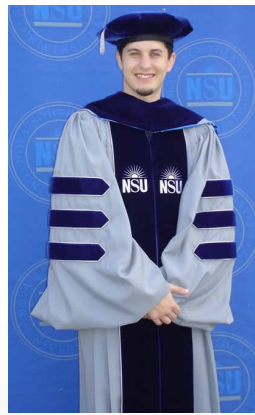
- Incorrect spacing between lines, words, and sentences—30%
- Headings
- Margins
- Indentation
- Abstract length 150 to 250 words
- Seriation—bullets and spacing
- Hyperlinks
- Long quotations
- Terms



Punctuation Spacing

- Insert one space after
 - commas, colons, semi-colons
 - Periods that separate parts of a reference;
 - Periods after initials used with a person's name
 - After sentence-ending punctuation (Nova's Rule)
- DO NOT put spaces after internal periods in abbreviations: U.S., a.m., etc.
- DO NOT put spaces before or after a dash or a hyphen!
- DO NOT put space after doi:1234567





Make Word Settings Your Friend, Not Your Enemy

Use the tools on [SharkWrites](#).

Professional Writing Looks Professional

- No running heads!
- Page numbers—upper right-hand corner, except on title page
- No underlining, **colors**, or **bold (except for headings)**
- White paper



Headings are important!

Let's check them together.

- First-level headings are bold, centered, and reserved for chapter titles case—Capitalize words that are four or more letters..
- Second-level headings are bold, flush with the left margin, and in title case—Capitalize words that are four or more letters.
- One space in between heading and body text.



Headings are important!

- Third-level headings are bold, indented .5 inches, and are in sentence case.
- Only the first word and proper nouns are capitalized.
- They end with a period.
- Your text follows one space after the period.



Headings are important!

- They guide you as you write.
- They guide the reader through your written thoughts.
- Your headings should read like a telegraph of your paper. Read yours now.
- Tip: You can actually set up the structure of your paper BEFORE you write using headings!





Citations—60%

Cite often; cite correctly!

Overview

- Support every idea with the research.
- Cite carefully and correctly.
- Critical page in APA is p. 177. Great chart!



Cite What You Write

- All cited sources must be in your references
- All references must be cited
- Alphabetize the reference list
- Use page numbers for quoted text



Citations

- If you cite a source in the text of your document, you must place the full citation in the reference list.
- If you list a source in your reference list, you must have at least one citation in your text.
- Alphabetize multiple sources within the citation by the last name of the author for each source.
- Use page numbers (p. 2) or (pp. 2-4)



In-text Citations—60%

- Citations – See pages 174-179.
- TAB THESE PAGES!!!!



In-text Citations

- If you are using someone else's ideas or words, you must cite that source in your document.
- Key elements
 - The author or authors' names (no initials)
 - The year of publication
 - Page number (s) if it is a direct quote.



Citations

- If there is no author, cite the first few words of the reference list entry (usually the title) and the year.
- Rules for titles follow the same rules you use for a title in the text.
- Book titles are *italicized*; magazine articles are in quotes.



Citations

- Direct quotes must be accurate.
- You must follow the original source, even if the grammar and punctuation are not correct.
- Use quotation marks when you use a direct quote that is under 40 words.
- Do not use quotation marks with block quotations.





References

Verifying Your Research and Helping
the Next Researcher

References

- References – See pages 183-224.
- Critical pages are 202-203.
- Mark these pages in your APA, Sixth Edition so you can find them quickly!
- Create your reference list as you do your research.



References

- Personal communications are NOT included in the references.
- List references alphabetically.
- Works by the same author are arranged by date of publication.
- One-author entries come before multiple-author entries that begin with the same last name.



Formality and Clarity—56%

- Quotations and paraphrasing—36%



Use Punctuation Correctly—48%

- Comma
- Semi-colon
- Colon



The Connectors: Hyphens and Dashes- 55.5%

- Hyphens
 - One part of a compound word with the other
 - Do not hyphenate words with the prefixes found on p. 99.
- Dashes
 - One part of a sentence with another part of a sentence



Hyphens Can Compound the Situation

- Compound words
 - Follow up--verb
 - Follow-up—noun or adjective
 - Race car—some compounds will always be two words
- Compound words are usually introduced to the world of words with a hyphen.
 - Data-base (early 70s)
 - Database (now)
- Temporary compounds—used only for a particular paper or a thought



Hyphen Rules

- Follow *Webster's Collegiate Dictionary* for most compound words
- Temporary compounds
 - If it precedes the word it modifies, it will likely be hyphenated. First-class decision
 - If it follows the word it modifies, it is usually NOT hyphenated. Decision was first class.
 - If the temporary compound might be misunderstood by the reader, it should be hyphenated. Re-create
 - When in doubt—use the hyphen!



Hyphen Rules When the Compound Precedes the Term It Modifies

- See p. 98 in *APA, Sixth Edition* for a chart.
- Examples of the hyphen match game (compound adjectives):
 - A compound + a participle
 - Prize-winning author or well-known researcher
 - Phrase used as an adjective
 - Trial-by-error method or my father-in-law
 - Adjective + a noun
 - First-class study or clear-cut decision



Hyphen Rules When the Compound Precedes the Term It Modifies

- Examples of the hyphen match game:
 - Prefixes, suffixes, and letters
 - Self-indulgent--prefix
 - President-elect--suffix
 - T-shirt--letter
 - E-mail—letter
- See p. 99 in *APA, Sixth Edition* for a chart of prefixes or suffixes that do NOT take hyphens.



Dash It All!

How Do I Use a Dash Properly?

- A mark of interruption
- Think of the dash as the “ta-dah” of the sentence or neon lights that put special emphasis on the words within the dash.
 - Bowser (2010) proved an important thing—students can learn to write in an academic style.
- Can be used in the place of a comma (more emphasis)
- Can be used in the place of a colon (less formal)



Dash It All!

How Do I Use a Dash Properly?

- A dash is two hyphens used together
- Do not put a space before, after, or in the middle of a dash



Dash It All!

How Do I Use a Dash Properly?

- Dashes need to have an entrance and an exit.
- If you use a dash when the phrase ends the sentence, the period will provide the exit.
- Many symptoms may signify cancer—skin discoloration, the sudden appearance of moles, or the presence of lumps.





Percentages, Percent Signs, and Ampersands

You say “percentage,” but I say %.

- If you use a numeral, you must use “%.”
 - Smith (2010) found that those who write well earn, on average, 10% more than those who do not write well.



You say “percentage,” but I say %.

- When you use words to indicate the number or when no number is used, you must spell out the word “percent” or “percentage.”
 - Seventeen percent of students will need to view this module.
 - A high percentage of students will master this concept within one viewing.



To & or not to &; that is the question.

- Ampersands (&) are only used within citations within the parenthesis and references, and as a substitute for “and” in official names of businesses.
 - Smith and Jones (1980) found that ampersands have special uses.
 - Ampersands are important (Smith & Jones, 1980)
 - Jones & Sons is a great moving company.



No # Zone

- Academic writing does not use the pound (#) sign.



Use Punctuation Correctly

- Quotation marks
- Italics



When to Quote

- When the person quoted is a recognized expert in his or her field
- When the words must be worded exactly the way they are in the original text to deliver the correct meaning to the reader of the new document
- If the words are from a primary source.



When to Quote

- The quote cannot be paraphrased without distortion of the meaning.
- The words themselves are the issue you are illustrating.
- The quotation is an illustration of your point.



How to Quote Accurately

- Keep the quote short—only relevant material.
- Copy the quoted material carefully.
- Proofread the quote carefully—all words and punctuation must be exact!
- Include page or paragraph numbers in your citation.



How to Quote Accurately

- Use quotation marks around quotations shorter than 40 words.
- Use an indented format if the quote is 40 or more words.
- Use brackets around any material that you add within the quote.



How to Quote Accurately

- Use ellipsis marks to omit irrelevant material.
- Ellipsis marks are periods with a space in between. (Example: . . .)
- Introduce your quote properly—do not just throw it into the rest of your text.
- Do not overuse quotations.



Single Quotation Marks

- Single quotation marks are **ONLY** used within double quotation marks.
- Single quotation marks indicate that the quotation contains a quote or title.



Titles

- In academic writing, titles for entire things, such as books, ocean liners, television programs, etc. appear in italics within the text.
 - “Learning the Rules for Quotation Marks” is my favorite chapter of *The Write Approach to Academic Writing* (2010).
- Parts of larger works or short things, such as short stories or poems, are placed inside quotation marks.



Using Other Forms of Punctuation with Quotation Marks

- Periods and commas go inside the final quotation marks 100% of the time.
- Semi-colons and colons go outside the final quotation marks 100% of the time.
- Dashes, question marks, and exclamation points go inside the quotation marks if they are part of the quote. Otherwise, they go outside.



Terms

- Terms that appear in academic writing as terms are placed in italics the first time they are defined.
 - An *anthropomorphism* is when a writer assigns animate characteristics to an inanimate object.



Abbreviations—42%

- Use sparingly!
- Use your APA Manual, 6th Edition
- Use periods with U.S. when it is used as an adjective (U.S. Navy). Spell out United States when it is used as a noun.
- See p. 88 and pp. 106-111 in APA.



Numerals or Numbers??—57%

- Use numerals (1, 2, 3, 4, 5, 6, 7, 8, 0) for numbers 10 and above.
 - Last month, 13 black cats crossed my path on Friday the 13th.
- Use words to express numbers below 10.
 - One boy and two girls
- Use numerals for numbers that come before a unit of measurement.
 - He was 6 feet, 5 inches tall.



Numerals or Numbers??

- Use numerals in statistics, mathematics, percentages, etc. except when the number comes at the beginning of a sentence. Then the word is used.
- Use numerals for expressions of time, dates, ages, points on a scale, sums of money, except for approximations of time.
 - About four months ago . . .
 - The 4-year university . . .



Numerals or Numbers??

- Words are used for numbers in titles, at the beginning of sentences, and for common phrases or expressions.
 - The Ten Commandments
 - Follow the twelve-step program to sobriety.





Seriation: A list of ideas

Help your reader get the key points!

- Seriation helps your reader quickly see the key points you are making.
- In informal writing, seriation appears as lists.
- In academic writing, seriation can take two forms.



Help your reader get the key points!

- Unlike APA, Sixth Edition, Nova does not allow you to use bullets unless you are directly quoting an author who used bullets.
- Within a sentence, your seriation takes the following form:
 - The Foundations of Graduate Study course focuses on four essential skills: (a) time management, (b) writing, (c) teamwork, and (d) presentations.



Serialization with Sentences and Paragraphs

- Place items in a numbered list.
- Here is an example of a numbered list:
 1. Item one would be here.
 2. Item two would follow it.
 3. Item three would follow that .
- Numbered lists are indented like the paragraph, and the second line is flush with the left margin.



Seriation

When using a seriated list in academic writing, use

1. Indented first lines that are even with the indents of all other paragraphs.
2. If a second line is needed, it is even with the left margin.





One last tip, items in a series are always parallel to one another.

Make a Plan and Stick to the Plan

- With a sense of purpose and reality, determine when you will complete each phase of the dissertation.
- Plan this out on your calendar with reminders.



Quick Tricks for Organizing

- Sort the ideas.
- See where you have a lot of ideas and where you are weak.
- Do additional research for key information.
- Make sure that you check related bodies of literature, too.
- Use other authors' references to lead you to other sources.



Make a Plan and Stick to the Plan

- Make appointments with yourself to write
- Keep the appointments—nothing is more important
- Write a note at the end of the appointment about what you will do the next time.
- Save, save, save
- Backup, backup, backup! Rename the document each day
- Enlist a friend



Quick Tricks for Writing

- Because you spent time organizing your thoughts, you will be able to write fairly quickly.
- Do not spend time thinking of the PERFECT word or sentence, just get down the “inking of your thinking.”
- Write a “rough draft” first.



Writing Routine

Begin at the beginning and go to the end—then revise!

Turn off your internal critic!

Boyle-Single, P. (2009). "A writing routine." *Demystifying the Dissertation*.



Review All Editorial Marks and Comments From Your Instructor

- Read them carefully and ask questions
- Do not just “accept” comments—either electronically or mentally
- Master what you do not know
- Use your last draft with comments to edit your newest document before you send it to your chair
- Create a “never again” list.



Proofread, and Then Proofread Carefully

- Finish your paper early.
- Put it aside for a day or at least a few hours.
- Read your paper out loud or have someone read your paper out loud to catch any unclear sentences and even punctuation errors.
- Read your paper from the beginning to the end taking time to correct any misspellings, grammar, etc.
- What worked? What didn't work?



Proofread, and Then Proofread Carefully

- Read your paper backwards. Start with the last sentence, then the next to the last, etc.
- Read all the comments that your dissertation committee writes on your paper.
- If the same comment appears more than once, find out what you are doing wrong, put it on your “never again” list, and then. . .
- Never make that mistake again



Proofread Carefully

- Do not just throw quotations into your paper. Introduce them.
- Do not ask a paragraph to do too much.
- Do not ask a paragraph to do too little. No one-sentence paragraphs.
- Explain all terms.
- Remove trite expressions—“in today’s world”—be specific “in 2012”
- Use pronouns wisely—clear references.



Proofread Carefully

- Do not use wikis in academic papers.
- Use a variety of sources
- Do not use contractions!
- All sources cited in your text (with the exception of personal communications) must appear in the reference list.
- All references in the reference list must be cited in your text.



Additional Help

- Find more resources at Shark Writes
- <http://www.nova.campusguides.com/fsesharkwrites>
- Onwuegbuzie, A. J., Combs, J. P., Slate, J. R., & Frels, R. K. (2010). Editorial: Evidence-Based guidelines for avoiding the most common APA errors in journal article submissions. *Research in Schools*, pp. ix-xxxvi.





See you at graduation, Doctor!