Summer Institute 2017
Abraham S. Fischler College of Education

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Objectives

1. Provide strategies for preparing the dissertation for Final Format Review
2. Offer tips on completing the abstract, displaying tables, figures, and appendices
3. Tune up academic writing skills and grammar
4. Overview on how to cite sources from various research materials
5. Review of APA style and format
APA RESOURCES


- Shark Writes

- FCE Dissertation Templates

- AP Style Guide to Electronic Resources

- APA help / tutorials:
  - http://www.apastyle.org/
  - http://blog.apastyle.org/
Preliminary Pages

- Title page
- Approval Page
- Statement of Original Work
- Acknowledgments (optional)
- Abstract
- Table of Contents

NOTE:
- Use your legal name on the Title Page, Approval Page, Statement of Original Work, and Abstract
- Do not include titles or degree abbreviations
- Refer to the Format Guide for the Applied Dissertation (FGAD), 2016
See the sample on page 8, of the Format Guide for the Applied Dissertation (FGAD).

The top line (title) must be 1 in. from the top of the page; the bottom line (year) must be 1 in. from the bottom of the page.

Type the year of the final approval of the applieddissertation under the university name. Do not include month or day.

Break each line of the title at a logical point.

Title of the dissertation. The title is in upper and lowercase letters, centered between the left and right margins. Note that the title page does not include a page number.

By

An Applied Dissertation Submitted to the Abraham S. Fischler College of Education
In Partial Fulfillment of the Requirements For the Degree of Doctor of Education

Nova Southeastern University

Institution name

Year of the dissertation.
See the sample on page 9, of the FGAD

This applied dissertation was submitted by >Your name< under the direction of the persons listed below. It was submitted to the Abraham S. Fischler College of Education and approved in partial fulfillment of the requirements for the degree of Doctor of Education at Nova Southeastern University.

Xxxxx Xxxxxxm, PhD
Committee Chair

Xxxxx Xxxxxx, EdD
Committee Member

Kimberly Durham, PsyD
Interim Dean

Preliminary pages must have lowercase Roman numeral (FCE Format Guide, p. 3)
I declare the following:

I have read the Code of Student Conduct and Academic Responsibility as described in the Student Handbook of Nova Southeastern University. This applied dissertation represents my original work, except where I have acknowledged the author’s ideas, words, or material of other authors.

Where another author’s ideas have been presented in this applied dissertation, I have acknowledged the author’s ideas by citing them in the required style.

Where another author’s words have been presented in this applied dissertation, I have acknowledged the author’s words by using appropriate quotation devise and citations in the required style.

I have obtained permission from the author or publisher - in accordance with the required guidelines - to include any copyrighted material (e.g., tables, figures, survey instruments, large portions of text) in this applied dissertation manuscript.

____________________
Name >above the line, type your name<

___________________
Date >above the line, type the date, e.g. July 11, 2017)
The first paragraph must contain all of the elements:
- Applied dissertation title
- Author’s name
- Year (identical to the title page)

Include four or five key words (lowercase) that relate to the author’s study

Must be no longer than one page and around 220-270 words

Single-space within each paragraph, but double-space between paragraphs

Refer to section 2.04 from the APA manual for content guidelines

Refer to pages 5 and 6 of the FGAD for further information

Sample Abstract (FGAD, 2016, p. 13)

The first paragraph must contain all of the elements shown in this sample. The applied dissertation title, your name (surname last), and the year must be identical to the title, name, and year on the title page.

Single-space within each paragraph, but double-space between paragraphs. Do not indent the first lines of paragraphs. The narrative portion (i.e., after the informational first paragraph) of the abstract should be 220-270 words. The abstract must not exceed one page in length. See section 2.04 of the APA manual for content guidelines.

APA manual, pp. 25-27); FGAD, pp. 5-6, 14
See the sample on page 15, of the FGAD

All Level 1 and Level 2 headings that appear in the text must appear in the Table of Contents (TOC)

Include the list of Appendices

Include the list of Tables and Figures

Use dot leaders to join titles and headings with page numbers

Right margin is justified

Use the page number of the appendix cover

Refer to page 6 of the FGAD for further instructions

Refer to section 4.15 of the APA manual for capitalization rules
Inserting a dotted leader line in Microsoft Word

1. Click on the expansion arrow on Paragraph
2. Click the Tabs... button
3. Type the position where you want the leader lines to end in the Tab stop position: box (6” is the recommended)
4. To insert the dot leader, click “2.....
5. Click Set
6. Click Ok

Indiana University of Pennsylvania, n.d.
Chapter 1: Introduction

Introduce the proposed topic of study.

Background and Justification

Provide evidence from the literature and experience showing that the problem exists and the relevance. Include at least two references.

The research problem. This is an area of conflict, concern, or controversy (a gap between what is wanted and what is observed).

Deficiencies in the evidence. Include a brief discussion that details the area of need in relation to the problem and the deficiency or lack of evidence in the literature.

Audience

Discuss who is affected and who benefits.

Definition of Term

Provide complete scientific definitions and appropriate references, if necessary.

Purpose of the Study

Follow the recommendations from the FCE Format Guide, p. 1
Chapter 2: Literature Review

The literature review should include the following elements: (a) a discussion of the theoretical or conceptual framework within which the study will be grounded; (b) a synthesis of the findings in a “state of knowledge” summary in regards to the problem area; (c) a clear discussion of how further research should extend, differ from, or replicate past studies; (d) an indication of shortcomings that should be avoided in the design of prior research; and, (e) a critique of the literature as a basis for any controversial methodological decisions.

Research Questions

The research questions are based on the problem or area of need and on the research reviewed. They should adhere to: (a) formation of question(s) based on theory, previous research, and experience; (b) stated in the form of a question; and (c) focused and clear (FCE Format Guide).
Chapter 3: Methodology

Participants

The following elements should be included in this section: (a) target population or sample; (b) the population from which the sample will actually be drawn; and, (c) outline the procedures for selecting the sample.

Instruments

This section will detail each data-collection instrument. Include: (a) source of the instrument; (b) validity and reliability information; and, (c) other salient information.

Procedures

Design. The design is the actual framework that provides the time in which data will be collected.

Data analysis. Indicate the appropriate data analyses that will be used in the investigation.

Limitations

Include any limitation.

Example of seriation (APA Manual, p. 63)
Chapter 4: Results

1. Results presented in sequence and relative to each research question.

2. Only the results are presented without rationale or discussion.

3. Appropriate use of statistical or qualitative language to present data.

Example of seriation (APA Manual, p. 64)


Nova Southeastern University (2006). *Strategic Plan 2005: Enhancing diversity relative to students, faculty, administration, staff, services, and community involvement.* Ft. Lauderdale, FL: Author. Retrieved from:


| Must have correct margins and all pages in appendices must be numbered |
| Each appendix must have an individual cover page |
| Do not include appendices that are not mentioned in the manuscript |
| Do not include IRB information |
| If there is only one appendix, only use Appendix, not Appendix A |
| Keep the number of appendix items to a minimum |

**Appendix C**
Student Survey
Once defined, you must use the abbreviation throughout the rest of your paper.

NOTE: If possible, do not start a sentence with an abbreviation or acronym.

Use abbreviations sparingly.
Do not start a sentence with an abbreviation.
Italicize all other statistical symbols. Examples:

- $f$ – frequency
- $Mdn$ – median
- $n$ – number in a subsample
- $N$ – number in a sample
- $p$ – probability
- $P$ – percentage, percentile
- $t$ – computed value for t test

For more details and explanations of abbreviations, please refer to: [http://blog.apastyle.org/apastyle/abbreviations/](http://blog.apastyle.org/apastyle/abbreviations/)
### Abbreviations within Citations

#### APA Citation Abbreviations

<table>
<thead>
<tr>
<th>Book Part</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>revised edition</td>
<td>Rev. ed.</td>
</tr>
<tr>
<td>Second Edition</td>
<td>2\textsuperscript{nd} ed.</td>
</tr>
<tr>
<td>Editor(s)</td>
<td>Ed. or Eds.</td>
</tr>
<tr>
<td>Translator(s)</td>
<td>Trans.</td>
</tr>
<tr>
<td>No date</td>
<td>n.d.</td>
</tr>
<tr>
<td>Page(s)</td>
<td>p. or pp.</td>
</tr>
<tr>
<td>Volume(s)</td>
<td>Vol. or Vols.</td>
</tr>
<tr>
<td>Number</td>
<td>No.</td>
</tr>
<tr>
<td>Part</td>
<td>Pt.</td>
</tr>
<tr>
<td>Supplement</td>
<td>Suppl.</td>
</tr>
</tbody>
</table>

Refer to Table 4.4 p. 109 of the APA manual for the list of common abbreviations for Units of Measurement.

Purdue OWL, 2017
Short Quotations

• Use for quotes of less than 40 words
• Include the author’s last name, year of publication, and the page or paragraph number for the reference (preceded by “p.” or “para.”)

Example:
According to Jones (2008), “Students often had difficulty using APA style, especially when it was their first time” (p.128).

She stated, “students often had difficulty using APA style, especially when it was their first time” (Jones, 2008, p. 128).
Long Quotations

• Use for quotes of **40 or more words**
• It is started on a new line
• Indented about ½ in.
• Double spaced
• The period goes BEFORE the citation

Example:
Use quotes around an article title or book chapter, but italicize the title of a book, journal, brochure, or report when used in the body of the paper. Use a short title in the parenthetical citation or complete title if the title is short. NOTE Non-periodical titles like books and book titles have all the important words capitalized in the text citations, but these same book titles do not have all the important words capitalized in the reference list. (p. 342)

*Note where the periods go!*
One Work by One Author
(APA 6.11)

• Include last name of the author and the year of publication, separated by a comma, in the appropriate point of the text. 
  Example: (Smith, 2017)
• If the name of the author appears as part of the narrative, cite only the year of publication in parentheses. Example: Smith (2017) found that ...
• If the same author is used within a paragraph (example above), do not include the year in subsequent nonparenthetical references
• When there is no individual author listed in the source, place the name of a group author (corporation, government agency, etc.)
• When no author is listed, use the first two or three words of the title of the work
• Never use a URL address in the citation
• Include the page or paragraph number for a direct quotation

Purdue OWL, 2017
One Work by Multiple Authors (APA 6.12)

- List all the authors in the signal phrase or in parentheses the first time the source is cited.
- Use the word “and” between the authors’ names within the text and use the ampersand (&) in the parentheses.

Examples:
Research by Minkin, Grasheim and Collet (2009) supports ...
(Minkin, Grasheim, & Collet, 2009)

- In subsequent citations, only use the first author’s last name followed by “et al.” in the signal phrase or in parentheses.

Example:
(Minkin et al., 2009)

- When the work has six or more authors, use the first author’s name followed by et al. in the signal phrase or in parentheses.

Example:
Jacobson et al. (2015)argued...
Include the first author’s initials in all text citations, even if the year of publication is different.

Example:

(A. Robbins, 2015; S. Robbins, 2002)
If the author is an organization, association, government agency, or study group, mention the group in the parenthetical citation or signal phrase the first time the source is cited. **Example:**
According to the American Psychological Association (2000), ....

If the organization has a well-known abbreviation, include the abbreviation in brackets the first time the source is cited and then use only the abbreviation in later citations. **Example:**
First citation: (Mothers Against Drunk Driving [MADD], 2008)
Second citation: (MADD, 2008)
Cite in text the title or use the first word or two in the parentheses. Titles of books and reports are italicized or underlined; titles of articles, chapters, and web pages are in quotation marks. **Example:** (“Using APA,” 2001).

When a work’s author is designated as “Anonymous,” cite in text the word Anonymous followed by a comma and the date: *(Anonymous, 2017).* In the reference list, use the name Anonymous as the author.

Purdue OWL, 2017; APA manual, pp. 176-177
### Table 6.1. Basic Citation Styles

<table>
<thead>
<tr>
<th>Type of citation</th>
<th>First citation in text</th>
<th>Subsequent citation in text</th>
<th>Parenthetical format, first citation in text</th>
<th>Parenthetical format, subsequent citations in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by three authors</td>
<td>Bradley, Ramirez, and Soo (1999)</td>
<td>Bradley et al. (1999)</td>
<td>(Bradley, Ramirez, &amp; Soo, 1999)</td>
<td>(Bradley et al., 1999)</td>
</tr>
<tr>
<td>One work by four authors</td>
<td>Bradley, Ramirez, Soo, and Walsh (2006)</td>
<td>Bradley et al. (2006)</td>
<td>(Bradley, Ramirez, Soo, &amp; Walsh, 2006)</td>
<td>(Bradley et al., 2006)</td>
</tr>
<tr>
<td>One work by six or more authors</td>
<td>Wasserstein et al. (2005)</td>
<td>Wasserstein et al. (2005)</td>
<td>(Wasserstein et al., 2005)</td>
<td>(Wasserstein et al., 2005)</td>
</tr>
</tbody>
</table>
- Private letters
- Telephone conversations
- Personal Interviews
- Memos
- Some electronic communications

Cite personal communications in text only
Format: Initials and last name of communicator, and exact date
Example:
(J. C. Peterson, personal communication, February 5, 2016)
Secondary Sources (APA 6.17)

- It is a source that was cited in another source
- It is okay to cite a secondary source when the options for finding the original work have been exhausted
- In the **reference list**, provide a reference for the source you read (this is the secondary source)
- In the **text**, name the original work and provide the citation for the original source
Text citation

Harris and Johnson’s study (as cited in Robbins, Decenzo, & Wolter, 2016) ...

Reference list entry

Reference List: Basic Rules (APA 6.22-6.32 and 7.01-A7.07)

- Begin the reference list on a new page
- Double-space between entries and within each entry
- Use the hanging-indent style
- The reference list must be titled as “References”
- Hyperlinks should be used for all URLs
- The hyperlink should be:
  (a) The same typeface and type size as the text
  (b) In black
  (c) Not underlined
- Follow the guidelines of the APA manual (sections 6.22-6.32)
- Reference list entries should be alphabetized by the last name of the author of each work*
- Capitalize all major words in journal titles
- When referring to articles, books, chapters, or Web pages, capitalize only the first word of the title and subtitle
- Italicize titles of longer works such as books and journals
- Do not italicize, underline or put quotes in shorter works such as journal articles or essays in edited collections

APA manual pp.181-183; FGAD, p. 4; Purdue OWL, p. 12

- Insert period after the corporate author
- Only the first word in a book title and subtitle should be capitalized, as well as any proper names
- Use DC, not D.C. (U.S. postal abbreviation for states)
- Use Author if the name of the publisher is the same as the author

See APA manual, p. 202
## Location and Publisher Info (APA 6.30)

<table>
<thead>
<tr>
<th>Use state abbreviations</th>
<th>Cities that do not include state abbreviation</th>
<th>Retain the words</th>
<th>Leave off superfluous terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>FL, TX, MN, DC</td>
<td>• Baltimore • Boston • Chicago • Los Angeles • New York • Philadelphia • San Francisco</td>
<td>• Books • Press</td>
<td>• Publishers • Co. or Company • Inc.</td>
</tr>
</tbody>
</table>

APA manual, pp. 186-187

- Initials, not first names. No title
- Ampersand (&), not the word *and*
- Comma before the ampersand
- Space between initials

APA Manual, p. 175

- Enclose in parentheses
- Period after the parentheses
- No month or day if the publication is a journal, not a magazine, newsletter, or newspaper article

- Only the first word in the title and subtitle should be capitalized, as well as any proper names.
- A period at the end of the title
- Only one space after the period, not two

*APA Manual, p. 175*

- Journal title should have all important words capitalized.
- It is italicized
- The journal title is followed by a comma

The volume number is italicized
- There should be no space between the volume number and issue number
- Enclose issue number in parentheses and follow by a comma
- Do not use p. or pp. for journal articles
- If a DOI has been assigned, include it after the page number
A DOI is:

- A unique alphanumeric string
- Used to identify content and provide a location on the Internet
- Functions as a link to the content that is being referenced
- It may be hidden under a button labeled Article, CrossRef, PubMed, or another full-text vendor
- Crossref updated their guidelines on March 2017 to ensure security (McAdoo, 2017)
- The new format looks like this:
  
  https://doi.org/10.1037/arc0000014

APA manual, pp. 188-189; APA Style Blog

- The retrieval date is not included because this article is not likely to be changed or updated. However, changeable documents should include the retrieval date.
- Include the hypertext transfer protocol `http://`” and the address for an organization or journal.
doi:10.1017/S1049096512000819

- The retrieval date is not included because this article is not likely to be changed or updated. However, changeable documents should include the retrieval date.
- Include the hypertext transfer protocol [http://” and the address for an organization or journal. 

• Include the month of the magazine after the year, separated by a comma
• Include the hypertext transfer protocol http://” and the address for an organization or journal

- Include the month and day after the year, separated by a comma
- Include the URL of the home page when the online version of the article is available by search to avoid nonworking URLs
Check out the APA website from the NSU library: http://lib.nova.edu/apa
Abstract

The Design and Implementation of an Intensive English Language Learning Program. Mary Smith, 2017: Applied Dissertation, Nova Southeastern University, Abraham S. Fischler College of Education. Keywords: English language learners, bilingual, persistence, second language
Preliminary pages must have a lowercase Roman numeral centered between the left and right margins.

The title page is assigned a number (i) that is not placed on the page.

Typeface and size of page numbers should be Times New Roman 12-pt.
For all pages use Arabic numerals, which are to be placed on the right margin and two line spaces above the 1-in. top margin line. Page numbers should be Times New Roman size of 12-pt.

Use section break to divide the paper into sections to change from roman numerals at bottom to numbers in upper right.
# Levels of Heading (APA 3.03)

<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface, Uppercase and Lowercase Heading</td>
</tr>
<tr>
<td>2</td>
<td>Left-aligned, Boldface, Uppercase and Lowercase heading</td>
</tr>
<tr>
<td>3</td>
<td>Indented, boldface, lowercase heading, with a period.</td>
</tr>
<tr>
<td>4</td>
<td><em>Indent</em>, <em>boldface</em>, <em>italicized</em>, <em>lowercase heading with a period.</em></td>
</tr>
<tr>
<td>5</td>
<td><em>Indent</em>, <em>italicized</em>, <em>lowercase heading with a period.</em></td>
</tr>
</tbody>
</table>
Seriation helps the reader understand the order of ideas in a paper. It helps the author organize and present key points.

**Numbered seriation**

The purpose of this assignment was to show ... The following items were required to create a Web site:

1. Move the navigation bar from the right to the left.
2. Integrate branded graphics into the text.
3. Add a search box to the homepage.

Double-space the list. The first word is capitalized. See p. 63-64 of the APA manual.

Colon used when list is numbered. There is an introductory phrase.

The arabic numerals followed by a period.
For lists that do not communicate hierarchy or the implication of ordinality, use bullets.

**Bulleted list**

In general, participants found user-centered Online Math Center easier to use. What follows are samples of participants responses:

- This version is easier to use.
- Version two seems better organized.
- It took me a few minutes to learn how to use this version.

Colon used when list is numbered. There is an introductory phrase. The sentence starts with a bullet. Symbols such as small squares, circles, and so forth, may be used. Double-space the list. The sentence ends with a period. See p. 63-64 of the APA manual.
Seriation for items in a sentence paragraph

On the basis of research conducted by the leading team, the Online Math Center staff have completed (a) the Online Math learning site map; (b) integrating graphics with text on the Center’s homepage, which is the start page; and (c) search boxes on all pages except the blue resources page.

Use lowercase letters in parentheses. Do not italicize.

Use semicolons to separate three or more elements that have commas
• Use figures for numbers 10 and above:  
  210 students in 15 classes
• Numbers between one and nine should be spelled out:  
  A total of six books were found in the library.

Exceptions
• Numbers above and below 10 grouped for comparison:
  6 of 12 books
  The department needs 8 administrators and 15 staff people.
Use commas:

- Series of three or more (including before and and or): the height, width, and depth

**In a study by Johnson, Smith, and Hackman (2015)**

- Nonessential or nonrestrictive clauses
  The lamp, which was on the table, was knocked down

- To separate two independent clauses:
  Omar went to school, but his sister stayed home.

- Parenthetical reference citations:
  (Patrick, 2015)
• Use only one space after commas, colons (except after doi where there is no space), and semicolons
• Use one space after the periods in a reference citation
• Use only one space after the initials in personal names
• One or two spaces after periods ending a sentence, but be consistent
• No spacing after internal abbreviations. Examples:

Students’ scores improved. The study demonstrated that ...

Brown, J. D. (2013). The...

• Internal periods in abbreviations
  7 a.m.  e.g.  i.e.  U.S.
• Use 12-point type, double spacing, and 1-inch margins.
• Portrait or landscape orientation is fine
• Label every row and column
• Include a heading for the first column
• Position table entries that are to be compared next to each other
• Consider the order in which the data is presented so that it conveys with the meaning
• In general, different indices should be put in separate parts or lines of tables, even means and standard deviations when possible
• Define every abbreviation
• For more information, refer to pages 127-150 of the APA manual
Creating an APA Style Table

https://www.youtube.com/watch?v=0KVBaM4N3zw
• There are different types of figures that can be used to present data. Examples: Graphs, charts, maps, drawings, and photographs
• The figure needs to be simple, clear, and free of extraneous detail
• The title needs to be descriptive of the content of the figure
• The elements of the figure need to be clearly labeled
• The figures need to be numbered consecutively with Arabic numerals
• They need to have written permission for print and electronic reuse needs to be obtained
• All substantive modifications to photographic images need to be disclosed

APA manual, p. 167
Creating an APA Style Graphs in Excel

https://www.youtube.com/watch?v=V0DXqtMtHfA
Grammar, Style, and Mechanics
Writing must be free of any biased inclinations when referring to people in general.
Writing needs to be objective and scientific.
Choose words that are accurate, clear, and free from bias.
The use of *his or her* in a sentence is technically correct to avoid bias.

**Suggestions for Removing Bias**

<table>
<thead>
<tr>
<th>With Bias</th>
<th>Without Bias</th>
</tr>
</thead>
<tbody>
<tr>
<td>Layman</td>
<td>Layperson</td>
</tr>
<tr>
<td>Forefather</td>
<td>Forebear, ancestor</td>
</tr>
<tr>
<td>Spokesman</td>
<td>Spokesperson</td>
</tr>
<tr>
<td>Policeman</td>
<td>Police officer</td>
</tr>
<tr>
<td>Manpower</td>
<td>Workforce, personnel</td>
</tr>
<tr>
<td>Salesman, saleslady</td>
<td>Salesperson</td>
</tr>
<tr>
<td>Housewife</td>
<td>Homemaker</td>
</tr>
</tbody>
</table>
Capitalize:

• Words beginning in a sentence
• All words that have four or more letters in a Level 1 or Level 2 heading
• Proper nouns and trade names
• Nouns followed by numerals or letters that denote a specific place in numbered series (Day 2; Grade 3). Use k-12
• The first word of a quotation if it begins a sentence within the quotation marks
• Titles of tests
• Names of conditions or groups in an experiment
• Names of factors, variables, and effects
• Simple words that allow the writer to connect two sentences without changing the meaning
  
  And, but, nor, or, so, yet, for

Example:
Michael cooked lobster. His recipe was incomplete.

Revision:
Michael cooked lobster, but his recipe was incomplete.
• Try to avoid using passive voice
• Refer to p. 77 of the APA manual
• Take the noun following by and make it the subject of your sentence
• Select the tense carefully – Use the past tense to express an action or a condition that occurred at a specific definite time in the past
• Select the appropriate mood

APA manual, pp. 77-78
Bowser’s Quick Tricks
Two complete thoughts spliced together with a comma/or
It contains two subjects and two verbs without proper punctuation
Use a semi colon (;) or a period (.) to correct this
• Subject and verb need to agree
• Singular verbs must have singular subjects
• Plural verbs must have plural subjects
• If your subject ends in s, your verb probably will not
• If your verb ends in s, your subject probably will not
• Cross out any words that come between your subject and verb. This will make it easier to see whether they agree or not
- Do not write “a lot” or “can not” – “a lot”; “cannot”
- Do not confuse the contraction “it’s” with the possessive “its”
- Do not confuse “their”, “there”, and “they’re”
- Since/As/Because: Use “since” and “as” to refer only to time to mean “after that”; otherwise, be sure to use “because” (APA, p. 84)
- That/,Which – Use “that” when the clause is essential to the sentence’s meaning and the clause cannot be removed without changing the meaning of the sentence. Use , which when the clause can be removed from the sentence without changing the meaning
- Consider using a transitional word or expression to make your writing flow more smoothly (see previous slide for examples)
Headings (P. 3, Format guide)
Tables and Figures (p. 4, Format guide)
Preliminary pages---Order (pp. 4-5, format guide)
Title page (p. 5, format guide)
Approval page (p. 5, format guide)
Statement of Original Work (p. 5, format guide)
Acknowledgments (p. 5, format guide)
Abstract (pp. 5-6, format guide)
Table of Contents (p. 6, format guide)
Margins (p. 2, format guide)
Typeface and size (p.2, format guide)
Line Spacing (p. 3, format guide)
Pagination (p. 3, format guide)
Indentation (p. 3, format guide)
Appendices (p. 4, format guide)
Reference List (p. 4, format guide)


APA figures in Excel. [Video file]. (2014, August 14). Retrieved from https://www.youtube.com/watch?v=V0DXqtMtHfA


Questions?