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Conclusions Finally, you need an ending section, in which, you summarize the main points you have made. Thus, this section should contain an absolute minimum of four paragraphs: the general introduction, the literature review, the connection of the present study to the literature and the explicit statement of purpose. With justified text both the left and right margins form a straight line. Quotations You must give page numbers for direct quotes. Results Do not use E and S as abbreviations for experimenter and subject. Use active rather than passive voice (but without personal pronouns), for example, use Researchers instructed participants to ... As part of the theme of being concise, use digits for all numbers except when they begin a sentence. Introduction begins on Page 3. The purpose of this section is to evaluate and interpret the results, especially with respect to the original research question. One hint in this regard is to avoid using action verbs in this section. This section should present the relevant literature and ideas. You might find my Psychological Statistics Site helpful. Sometimes research methods class, a separate design section is typically required. In non parenthetic material, use the English translation. This was done in articles written many years ago. Try to be consistent with number formats. For the purposes of this class, I would also like you to include something like In partial fulfillment of the requirements for PSY389, Instructor's Name, and the Date. The first sentence of a paragraph must be independent (able to stand on its own). Capitalize the first letter following a colon if the clause following a colon is a complete sentence. If the subjects were human, what type of reward or motivation was used to encourage them to participate? Someone should be able to replicate your study based on the information you provide in this section. There are numerous ways to formally cite a reference in the text. some fact (Miller et al., 1975). For example, suppose you manipulated whether subjects received a drug (while employing appropriate control procedures, etc.) and found a significant difference in memory performance (with the drug users performing more poorly than nonusers). If the figure is a chart or graph, verbally label the axes (do not use "X" and "Y") and provide a key if necessary (e.g., explaining what open vs. For example, Some (e.g., Estes & Skinner, 1940) have suggested that..., as compared to Estes and Skinner (1940) have suggested... Use a 12 point font. A hanging indent is employed for each reference, that is, the first line is not indented and the rest are five-space indented. With articles that have three or more authors use the Latin abbreviation for "and others" when the reference is cited a second (or third) time. It should be accurate (do not include information here that is not in the body of the manuscript), self-contained (spell out abbreviations), concise (120 word maximum), and specific (begin this section with the most important information and limit it to the four or five most important concepts, findings, or implications of the study). Choosing a title. Use past tense for procedures and present tense for results. That is, if something is not cited in the text, then it should not appear in this section is alphabetized by last name (of the first author involved in the study). cm centimeter s seconds mg milligrams min minutes g grams hr hours M mean IQ intelligence For example, the bar was 2.5 cm wide and 1.0 cm high. As usual, double space. Whereas one, two, or three can be helpful, four or five can be helpful, four or five can be confusing. or ... Note that there are no periods used after the table number or title. In still other words, this is not a bibliography. Design Do not purposely start a new page for this section. Other Sections After the above sections come any tables, the page(s) with the figure captions, and finally any figures, respectively. Numbers All measurement reporting is done in metric units. In fact, you may often simply mention these items in passing as part of the procedure. Center the phrase Figure Captions at the top. Thus, the manuscript page header should appear as the first line of the title page, right justified with the number '1' either double spaced below it or 5 spaces to the tright of it. For an example, see I.D.5 above. It provides several types of references, including: Single and multiple author, journal articles, book, and book chapter, web page, as well as a government document. Thus, the words of the third level heading lead off the paragraph, are separated from it by a period, and are italicized. In other words, if you only have a few data points to present, do it in the text of the manuscript rather than in a table or figure. It consists of the first two or three words of the title and is followed by the page number. Citations in the Text If you use someone's words or ideas, you must give them credit with a citation. Procedure Do not purposely start a new page for this section. It is placed in the upper right hand corner of all pages of the manuscript (except for any figures). You could describe a phenomenon, review an existing theory or present a new one. If you are using a word processor, you can have it put this manuscript page header on all pages automatically. The paper should be organized around the relevant phenomenon or theory and not by the specific references that one uses in the paper. Carefully summarize each step in the execution of the study. Simply center the word Method and continue typing on the very next double-spaced line (i.e., do not insert any extra blank lines here). Note that this example demonstrates one of the exceptions to the rule noted in I.E.2. In the abstract, use digits for all numbers except when they begin a sentence. Note that this example demonstrates one of the material covered, the sources used and the conclusions. It is used by the editors and reviewers to identify the pages of the manuscript. Also, if the quotation is more than one paragraphs 5 spaces. With left aligned text, the left margin forms a straight line and the right margin is ragged. Do not type the word Introduction. General Topics Typing - Here is a Microsoft Word 2002 document/template that should help you with some of the basic formatting. Type this running head flush left and in all capital letters. You will often see the following Latin abbreviations used: cf. ., rather than, Participants were given instructions to . Any citations made in the manuscript must be presented in this section and vice versa. In other words, if the raw data consisted of whole numbers, then the means should contain one decimal place. You are also encouraged, when appropriate, to comment on the importance and relevance of your findings. On the next double spaced line is the author's name and on the next double spaced line is the institutional affiliation. If you cannot get a friend to read it, then try to read it yourself making believe that you are naive. Style Details in General Study this handout. These margins are wide in order to leave room for reviewer's comments. Multiple citations in parentheses are placed alphabetically and are separated by a semicolon and a space. Body If you use heading levels should be treated like the main heading of a research report, that is, type the main heading using upper and lower case, and center it horizontally on the page. Tables and figures should not duplicate the same information. Note that issue numbers are typically not included. This section will be easier to write if you make any tables and/or figures you intend to use first. Do not put the figure caption on the figure caption of the figure to some other theory. Introduction Begins on page 3 (after the title page and abstract). For example, There were three groups, including, the control group which receiving 1 mg/kg of morphine (M1), and a high dose group receiving 4 mg/kg of morphine (M4). When presenting the results of statistical tests, give descriptive statistics before the corresponding inferential statistics. It is often useful to use headings (and perhaps subheadings) in the body of the research report to help communicate the outline and organization of the paper to the paper to the research report to help communicate the outline and organization of the paper to the research report to help communicate the outline and organization of the paper to the research report to help communicate the outline and organization of the paper to the research report to help communicate the outline and organization of the paper to the research report to help communicate the outline and organization of the paper to the research report to help communicate the outline and organization of the research report to help communicate the outline and organization of the paper to the research report to help communicate the outline and organization of the research report to help communicate the outline and organization of the research report to help communicate the outline and organization of the research report to help communicate the outline and organization of the research report to help communicate the outline and organization of the research report to help communicate the outline and organization of the research report to help communicate the outline and organization of the research report to help communicate the outline and organization of the research report to help communicate the outline and organization of the research report to help communicate the outline and organization of the research report to help communicate the outline and organization of the research report to help communicate the outline and organization of the research report to help communicate the outline and organization o captions page. compare etc. Since you are writing for the scientific community, you can assume the reader will have a working knowledge of statistics. Include any details which are relevant to the study. Likewise, you should not repeat the data point values in a table or figure in the text of the manuscript. However, using (s)he or him/her all of the time can also be awkward. Tables and figures are more expensive to include in the manuscript than text. For example, instead of saying Group 1 or the experimental group, you might say the drugged group. For a survey study (i.e., one in which the participants are simply asked a set of questions), the design section is not necessary (and the survey itself may be included as an appendix). should read more like Smith (1990) found that... See some examples of the correct way to present the results of several common statistical tests. Single space after sentence terminators (i.e., '.', '?', '!'). Describe any phases that the study had or any instructions that the subjects received. For example, you might begin by defining any relevant terms. Paraphrase rather than quoting. The title should summarize the main idea of the paper in 10-12 words. The final paragraph usually contains a statement which clearly and explicitly states why the study was performed, such as The purpose of this study was to... For example, Running head: ABORTION ATTITUDES IN COLLEGE STUDENTS (note that the 'R' in running is capitalized, but the 'h' in head is not). If the citation is in parentheses and you need to use the word Procedure flush with the left margin and italicize it. If you are presenting a lot of material here, you may wish to employ subheadings (as is done in the methods section). If they cannot understand it, then it needs work. and so forth e.g., for example i.e., that is et al. In other words, use centimeters and meters rather than inches and figures are most often used to present results, but may also be used to present other information, such as the design or a theoretical schema. That is, take a good hard look at all those numbers you collect. Start on a new page. Use one inch margins on the left, right, top, and bottom of the page. The effects of... Often the instructor will set a minimum number of references that are required. Indicate who participated in the study, how many, and how were they selected. As another example, suppose that you compared drug use (as determined from the results of a survey) with memory ability and found a correlation (greater use went along with poorer memory performance). Subjects/Participants This section is labeled as subjects or participants depending on whether animals or humans are used in the study. For example, Miller, Rosellini, and Seligman (1975) suggested that... If you phrase it right, you can often use the word person instead. Another technique in this regard is to use abbreviations that emphasize meaning. Type the appropriate title for this subsection flush with the left margin and italicize it. A common mistake that students often make is to organize the paper around the specific references they are using (even using the manuscript). (1975) suggested that... That is, instead of it's, use it is. Also, it is a good idea to include the species if you're working with animals or some details about the type of population if you're working with humans. For humans, include the gender, age, race/ethnicity, and, when appropriate, the socioeconomic status, disability status, sexual orientation, etc. Indicate what a typical test, trial, or session involved. The general format for presenting an inferential statistic is: Statistic(df) = value, probability = value. In other words, do not be afraid to be a little bit verbose in your table titles and figure captions. Make it sound like a class project. Writing in General You must use complete sentences. These corrections are inevitable and will communicate that you are serious about your work. Results and discussion sections can be in the present tense. Make sure the text is left aligned and not justified. For example, Miller et al. You might suggest possible solutions to any problem(s) identified. A good recipe to work with when reporting the results of an experiment is (Dependent Variable) or The Effects of (Independent Variable) on (Dependent Variable). Also, capitalize the important words of the journal title. This section can be lengthy (depending upon how much material is presented). There are different ways to format tables. Finally, just staple or clip the finished product (do not bother with fancy folders, etc.). Be careful not to describe procedures in this section. Note that APA style tables do not contain any vertical lines, so do not draw them in or use your word processor to generate them. Note that this example demonstrates one of the exceptions to the rule noted in I.E.2. Spell out any number when it is the first thing in a sentence. Note also that the opposite applies as well, that is, if the citation is not in parentheses, you must use the word "and". Avoid excessive use of the terms I, me, and my, as well as the phrase personally speaking... Then go on to make clear the connection between previous research and the present work. When referring to groups, try to use descriptive labels. Another option is to use the main finding as the title, for example, Prenatal Alcohol Impairs Passive Avoidance Learning in Rats. How are your findings related to the big picture? Simply center the word Results and continue typing on the very next double-spaced line (i.e., do not insert any extra blank lines here). Think of different ways to summarize them (describe), as well as to make sense of them (analyze). Second level headings are flush left and italicized. If animals are used, use the term subjects. Each belongs on a separate page (multiple figure caption is typed flush left in block format. Three or four quotes in a 10 page paper is about the upper limit. Indicate what the levels of the independent variables were, and whether the factor(s) were repeated, matched, or independent. A lot of the formatting details can be learned by carefully modeling another APA journal article. If you use a piece of equipment, you must give the model number, company, and state where the company resides (as a two-letter abbreviation). In cases where the reader would expect something to be significant and it is not, you should address the apparatus at this point. The first time the reference is cited in the text, spell out all of the authors last names. Assume you are writing for submission to a scientific journal. filled circles are). Avoid citing references in the abstract. Since this is not expected by the reader, it is a good idea to precede the subheadings with a paragraph informing the reader of the logical organization of this section. Methods Do not purposely start a new page for this section. Avoid the use of sexist language. In other words, they should not be organized by the type of analysis employed. Third level headings (if necessary) are indented like the normal paragraphs that they start off. The purpose of this section is to provide a brief and comprehensive summary of the study. It is also important to discuss how the results relate to the literature you cited in the introduction. The purpose of this section is to describe in detail how you performed the study. The word 'figure' and the number are italicized, for example, Figure 1. Capitalize nouns followed by numerals or letters that denote a specific place in a numbered series. When possible, include some statistical estimate of effect size. Generally speaking, use past tense in the abstract, introduction, and method. Do not hyphenate (split) words at the end of a line. Briefly state the main findings in words. You might (or might not) also mention any limitations of the study and any suggestions for future research in this section. Try the Psychological Record or The Bulletin of the Psychonomic Society. Omit the quotation marks and include the page number in parentheses after the last period. Avoid unnecessary details like the data were displayed on the computer screen and recorded on the data sheet(s). For example, Some fact (Carlson, 1972; Moon, 1968; Partin, 1980). For animals, include the gender, age, strain, weight. or The present study was designed to investigate the... It should include a brief description of the problem being investigated, the methods used, the results, and their implications. It is a good idea to write this section last (after all of the other sections are written). For more ideas, pay close attention to the articles you read. Start off with a brief, non-technical summary of the results. Type the word Design flush with the left margin and italicize it. Get friends to read it. This section is not unlike the introduction for a research report. The order of design followed by procedure is arbitrary. Center the word References at the top. You might try taking the lead sentences from the various sections of the manuscript and integrating them. That is, if you are reporting a series of related numbers, they should all be presented with the same number of decimal places. Look up the correct spelling in an appropriate reference source (e.g., Merriam-Webster.com). Therefore, if you include one, it should include a reasonable number of data points. Type the word Apparatus flush with the left margin and italicize it. In other words, you could have the procedure come before the design. For a book reference, just italicize the title. That is, first give a general description, then go into the details. You must give the dimensions (and perhaps other descriptive details) of any important items used in the study. Research Reviews There are a number of kinds of research reviews. Note the following common abbreviations and note also that you do not use periods with them. These subheadings should have meaning and relevance to the data and should help to organize your presentation of it. Avoid using 'empty words' or words which serve no purpose. This section tells the reader where they can find these citations. Since statistical tests are based on probability and can be in error, they do not really prove anything. In any of the previous sections, whenever you say something like studies have shown you must provide a citation. For example, As can be seen in Figure 3, during Block 4 of Session 2 such and such occurred... On the back of each figure (with a pencil), put the manuscript page header, the figure should be a good idea to acquire a few fairly recent articles, because the format was revised in 1995. Look carefully at the results. Simply center the word Discussion and continue typing on the very next double-spaced line (i.e., do not insert any extra blank lines here). It starts out broad and becomes more and more specific. Do not discuss the implications of the results in this section. In this case, you would be able to conclude that the drug caused the difference in memory ability; it impaired it. For each author, give the last name followed by a comma and the first (and middle) initials followed by periods. You can only use wording that implies causality if you actually manipulated the independent variable (i.e., performed an experiment). If you include a table or figure, you must introduce it in the text of the results section (e.g., Table 1). displays the...) and describe to the reader what should be seen in it. If humans are used, use the term participants. Both of these journals publish relatively short articles that are not too complicated. Separate multiple authors with the ampersand (%) rather than the word "and". In other words, there should be 10 typed characters per inch. Do include the city, state (as a two-letter abbreviation without periods), and the publisher's name. This type of manuscript does not follow as standard a format as a research report. With other types of research you should try to include the variables of interest in the title (and be careful not to imply causality). Abstract The abstract page is Page 2. It is very important because it is all that many people will read. See the example reference section. For a journal reference, italicize the title of the journal and the volume number. Try not to use slang (e.g., ...put a damper on...). have to do with it. Use normal paragraphs in which the first line is indented five characters for all paragraphs in the manuscript except the abstract, block quotes, titles and headings, references, table titles, notes, and figure captions. Standard equipment such as furniture, stopwatches, pencils and paper, can usually be mentioned without providing a lot of details. Be especially careful not to use a sentence of this type earlier in your introduction. For example, In the Smith (1990) study it was found that... After the author(s) comes the year (in parentheses and followed by a period). In other words, whatever was found needs to be discussed. It typically consists of a couple of key words from the title. That is, clearly describe what it is you are testing and what significance means for the variables involved. You might suggest future directions for research to take. On the next line, begin typing normal paragraphs. Then go on to review the relevant literature. Discussion Do not purposely start a new page for this section. The numbers 10 and above are written as numbers. In other words, emphasize any theoretical consequences of the results. Whatever the kind of review, the goal is to organize, integrate, and evaluate previous research in order to clarify a particular problem or issue. Type this section as a single (double spaced) paragraph in block format (i.e., do not use indentation). If you are doubtful about the spelling of a word, do not guess. Thus, this section should contain an absolute minimum of three paragraphs: the non-technical summary, discussion of the results and their implications, and the concluding paragraph. Avoid an exhaustive and historical review. The introduction should clearly define the problem or issue. You might include any hypotheses and the rationale for them. With human subjects, be sure to address the issue of informed consent. Do not use too many abbreviations. Your best bet is to set the table or to use your word processor's table generating ability. and others vs. Research Reports The order of the sections of the manuscript are as follows: Title Page See an example title page. The main purpose of this section is to tell the reader why you performed the study. This is similar to the empty word problem described in I.C.6. For an experiment, this section is typically divided into four subsections: subjects, apparatus, design, and procedure. Your papers must be typed or printed on a computer. Describe what materials were used and how they functioned in the study. In other words, give means and/or percentages (perhaps referring to a table or figure), before talking about the results of any statistical tests you performed. This sentence would be correct in the middle of a paragraph, but as the first sentence, it should more appropriately read, While studies of the effects of whatever on whatever on whatever on whatever on whatever else are important, there is... Start this page by retyping your title (centered), then begin typing the section (on the next double spaced line) using normal (5 space indented) paragraphs. Center each figure on the page vertically as well as horizontally and arrange for the figure to use the bulk of the page. Only capitalize the first word of the title. Figures (other than pictures) may be drawn in black and white only (using a ruler and preferably on graph paper) or they may be generated with a computer graphics program (keeping it in two dimensions). References Start on a new page for this section. In other words, you have to inform the reader of the research question and indicate why it is important, and how it is unique when compared to previous studies. Do not use contractions. These references will be listed in the reference section and are cited using a particular style which you can see most clearly in the literature you are reading for your review. When in doubt about a detail, check with the Publication Manual of the American Psychological Association. For example, consistently referring to a person as a him or he when it is just as likely for the person to be a she or a her, is sexist. Tables See an example table. The manuscript page header is the first thing that appears on the title page. When actually presenting the results, try to emphasize the meaning of the statistics. Be careful with the word "prove". If you cite something second hand, you must make it clear (e.g., Some fact (Smith, as cited in Jones, Year)). Tables and the figure captions page have a manuscript pa Figures 'Figures' is the technical term for graphs, charts, drawings and pictures. A big help in this regard is the table title or the figure caption. Type the table title flush left and italicized. Do not provide raw data unless, for some reason, you require a single subject approach. When typing the title, center it on the page and capitalize only the first letter of important words. Since correlation doesn't say much about causality, we could only conclude that there is a relationship between drug use and memory ability. Note that exact p values are preferred. This paragraph should appear at the end of the introduction just before the actual body of the paper and is important because it lets the reader know the directions that the paper will take. It is a good idea to precede the headings that will be employed). Also, if the computer output says the probability is .0000, then report it as .001. For example consider While these studies are important, there is... Proofread the copy that you submit and do correct minor typographical errors, formatting, spelling, or even the wording, with a pencil. Instead of the introduction, methods, results and discussion sections, there is an introduction, body and conclusions. Tables and figures should be able to stand alone (i.e., you should not have to read the manuscript to be able to understand a table or figure). 1). Describe any control procedures used. Describe the design and clearly spell out the independent variables. Display a quotation of more than 40 words as free-standing block of text indented 5 spaces from the left margin (doubles spaced as usual). Note that figures are not typed, and so do not have a manuscript page header and page number. When presenting nominal or ordinal data, give the percents rather than frequencies (since percents are independent of the sample size). Set the typewriter or word processor to double space and keep it there throughout the entire manuscript. Abbreviations When abbreviations When abbreviating any terms, spell them out the first time (in both the abstract and again in the body of the manuscript, if need be). The numbers zero through nine are spelled out (except when it is a table or figure number, or a metric measurement, etc.). Describe how the subjects were assigned to groups. Examples include Some fact (last name, vear).. Last name (vear) noted that... or In , reported that... Note that in this example, only the Jones reference would be placed in the reference section. Center the word Abstract on this page, then begin typing on the very next double-spaced line (i.e., do not insert any extra blank lines here). In other words, tell the reader about the main findings without using statistical terminology. Finally, you need an ending paragraph in which you make a final summary statement of the conclusions you have drawn. The running head comes next and is no more than 50 characters (including punctuation and spaces). For example, Smith (1978) noted that "the world is round" (p. When using columns with decimal numbers, make the decimal points line up. You might try to identify relations, contradictions, gaps, and inconsistencies in the literature.

