SCHOLARLY WRITING & APA FORMATTING

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Elements of Style & Scholarly Writing

Grammar & Usage

• In a series of three or more terms with a single conjunction, use commas after each term except the last.
• Enclose parenthetic expressions between commas.
• Place a comma before and or but introducing an independent clause.
• Do not join independent clauses by a comma.

Spelling (e.g., mispell \rightarrow use spell checker!)

Subject-verb agreement (e.g., the data are …)

Tense (e.g., By the time his mom came home from work, George watched seven hours of Netflix.
• George decided, and then set out on a long run.)

Usage: there/their, who/whom, that/which, et al.

Composition

• Make the paragraph the unit of composition: one paragraph to each topic.
• Begin each paragraph with a topic sentence.
• Use the active voice (The survey was completed by participants … vs. Participants completed the survey …).
• Put statements in positive form and avoid double negatives.

• Omit needless words – they are superfluously redundant!
• Avoid sentence fragments and run-on sentences.
• Express coordinate ideas in similar form (parallel structure).
• Keep related words together.

Format

• Headings, title, margins, font, numbers, quotations, citations, references.

Remember!

• Make an outline
• Introduction
• Background
• Clinical Research Question
• Purpose
• Methods
• Results
• Discussion
• Conclusion
• Proofread your paper


Proofread your paper
APA Format – Title Page

- Title & Byline
  • Title & Byline: center-aligned, centered vertically
  • Title should be 10 - 12 words
  • Byline = Author's Name + Institutional Affiliation
    - Author: First Name + Middle Initial + Last Name
      (Omit all titles and degrees)
    - Institutional Affiliation: “Binghamton University”
  • Instructor’s Name [NOT APA, include only if instructed!]

- Header (title page):
  - The words “Running head” + ABBREVIATED TITLE
  - Abbreviated title: MAX 50 characters, all uppercase letters

- Running head: top of page, left aligned

- Page Number: Title Page = page 1, top of page, right aligned

APA Format – Abstract

- Brief comprehensive summary
  • Accurate
  • Non-evaluative
  • Coherent and readable
  • Concise
  • What to include depends on the type of paper
    - Empirical study
    - Literature review or meta-analysis
    - Theory
    - Methodological
    - Case study

APA Format – Headings

APA Format – In Text Citations

APA Format – Reference Page

- Agreement between Citations & References
  - All references cited in text MUST appear in the reference list
  - Each entry in the reference list MUST be cited in the text
  - Do NOT include personal communications
  - Data must be complete and current; make sure all information necessary for identification and library search
  - Start the reference list on a new page
  - Type the word “References” at the top of the page
  - Format: uppercase and lowercase letters, center align
  - Arrange entries in alphabetical order by the surname of the first author
  - Start each entry with a left hanging indent
  - Double-space each entry
Reflections on Academic Honesty

- "Rather fail with honesty than succeed by fraud." – Sophocles
- "To know what is right and not do it is the worst cowardice." – Confucius
- "What is right is often forgotten by what is convenient." – Bodie Thoene
- "Academic honesty only matters if you get caught." – A Fool

Cheating

- Copying from another student's test or homework
- Allowing another student to copy from your test or homework
- Using materials such as textbooks, notes, or formula lists during a test without the professor's permission
- Collaborating on an in-class or take-home test without the professor's permission
- Having someone else write or plan a paper for you

Plagiarism

- Buying, stealing, or borrowing a paper
- Hiring someone to write your paper
- Copying from another source without citing (on purpose or by accident)
- Building on someone's ideas without citation
- Using the source too closely when paraphrasing

http://turnitin.com/
The Clone & The CTRL-C

Find – Replace & Remix

Recycle & Hybrid

Mashup & 404 Error

Aggregator & Retweet

Academic Honesty matters to ... Binghamton University, the Graduate School, the Decker School of Nursing ... and you

https://www.binghamton.edu/dson/academics/pdf/dson_academic_honesty_policy_april24_06.pdf
Types of Academic Honesty Violations

Category I Violations
- May be handled by instructor & student
- Examples:
  - Plagiarism (small amount of material / not premeditated)
  - Cheating on exams (looking at another’s exam or collaborating on a portion of an exam)
  - Multiple submissions
  - Unauthorized collaboration
  - Fabrication and Misrepresentation

Category II Violations
- Dealt with by an Academic Honesty Committee of the relevant school
- Examples:
  - Plagiarism (greater amount of material / premeditated)
  - Cheating on exams (significant cheating, planned/premeditated)
  - Unauthorized collaboration
  - Fabrication and Misrepresentation
  - Forgery
  - Sabotage
  - Bribery

TECHNOLOGY

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