USAR AIML 5th Semester
Technical Writing
Unit 3 Notes

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Read about Reports from Unit 4 notes
1. Formatting– times new roman, 12 pt, 1.5 or 2 spacing
2. Titles in a sans serif font like arial
3. Blank line between paragraphs/indent 1st line of paragraph– dont do both

Research Paper Writing
1. Research = systematic investigation towards increasing sum of knowledge
   a. Can be indi/group
   b. purpose of research is to raise and answer questions
   c. Research can be primary or secondary
   d. Can replicate other research to confirm / qualify findings
   e. must be an original contribution
2. Research findings, organised clearly, must be presented/ published to be valuable
3. **Research paper:** An **organized analysis** of a subject, written mainly **to record and disseminate information or knowledge**, **or to present a point of view** on a selected topic, based on empirical evidence
   a. Aka scientific/ investigative/ library paper
   b. Documented prose work→ permanent
   c. Expository, scholarly, on any topic
   d. incorporating the results or findings of an original work.
   e. supported by relevant references from suitable sources.
   f. Includes work performed, material used, methods adopted, results arrived at
   g. High concentration of writing techniques like definition, classification, interpretation, abstraction, description
   h. Objective, accurate, concise, direct, unambiguous
4. Must present information that would enable peers to
   a. assess observations
   b. repeat experiments
   c. evaluate intellectual processes.
5. Research journals control number of papers published to ensure originality and quality of contribution
6. Structure, style, approach resembles a formal report
   a. Difference is that a report is written for problem solving/critical thinking while research paper is for dissemination of new knowledge acquired through research
   b. Report is for specific need vs research paper- professional advancement
   c. Research papers may not always be read but reports will
7. Elements generally same as report
8. Format varies according to journal/ style guide/ specifications of the supervisor– basic IMRAD format (intro, methods, results, analysis, discussion)
9. Supplemented by visual aids, jargon (specialised vocab)
10. How
    a. Choose a topic.
    b. Read and keep records.
    c. Form a thesis.
    d. Create a mind map or outline.
    e. Read again.
    f. Rethink your thesis.

g. Draft the body.

h. Revise.

i. Add the beginning and end.

j. Proofread and edit.

11. Publishing

    a. Choose the right journal by looking at journal goals, your target audience and overall relevance of the journal for your purpose

        i. Check if scopus/ web of science/ ugc care list indexed

        ii. Can take 1-1.5 years to get published in a good journal

        iii. Check impact factor– how often is a journal cited

    b. Mostly journals are peer reviewed

        i. Anonymous process

        ii. At least 2 reviewers

        iii. Always respond to all suggestions by reviewers

            1. Be polite, even if you disagree with the recommendation

        iv. 2 types of feedback→ major (changing arguments. Requires 2nd phase of reviewing) and minor (once these are accepted, the paper may not be sent for review again. Instead, it can go straight for publishing)

        v.

Basic structure of a research paper

1. Title

    c. Fewest words that adequately describe content– label, not a sentence

    d. Accuracy of title important for indexing and abstracting

    e. Specific not general

    f. Avoid use of common abbreviations, specific notations, and reference numbers

TABLE 16.1   Examples of titles for a research paper

Poorly-worded title	Well-worded title
• March2 serves as an automated validation tool (a sentence; not specific)	• March2: An Automated Validation Tool for the APOLLO2 Code
• Using Parallel Computers for Numerical Studies in the Atmosphere, Ocean Interaction (careless syntax, general)	• Numerical Studies on the Interaction between Atmosphere and Ocean Using Different Kinds of Parallel Computers
• Evaluation of the Measures to Adjust the Increase of Outpatients in MIS (ambiguous abbreviation)	• Evaluation of the Measures to Adjust the Increase of Outpatients in Medical Insurance System

    g.

2. Authors, affiliations, and addresses

    a. Full names and designations + affiliated institutes

    b. Also gives the author's mailing address

    c. Multiple authors

        i. Place address below names

            1. Address to not only identify the author, but also for mailing purposes

            2. Must be written in the same way to avoid confusion and ensure uniformity in citations

        ii. Same institute– superscript

        iii.   Corresponding author – asterisk (*)-- footnote– author for correspondence
        iv.   1st author– senior author
            1. Others in importance of work/ alphabetically

3. Abstract
   a. Quick and accurate reference point for article content to decide whether to read it or not + its relevance for their purposes
   b. Also written to meet the requirement of abstracting journals.
   c. Around 3 % of total length– concise (150-200 words)
   d. Self contained
   e. does not contain any bibliography, figure, or table references.
   f. No unfamiliar abbreviations and acronyms.
   g. generally written after the paper is prepared.
   h. two types of abstracts: informative and indicative.
      i. Informative
         1. Generally used
         2. Info about purpose, observed facts, conclusions and, if possible, the essential parts of any new theory, treatment, apparatus, technique, etc.
         3. should be self-contained with regard to the new information being presented in the paper. (because sometimes only abstracts are read, and not full papers)
      ii. Indicative or descriptive abstract
         1. suitable for long, descriptive papers
         2. indicates the contents of the paper, scope without giving much information about the results and conclusions.
   i. How
      i. Read 1st paragraph of the study to identify the objective.
      ii. Scan the summary and conclusions to highlight the main findings of the study.
      iii. Read through the text for methodology adopted, new data, and any other vital info.
      iv. Prepare a draft arranging the various items in the following order: objective, new methodology or equipment used, data of fundamental value, and major conclusion and/ or correlations derived.
      v. Trim the abstract to the required size.

4. Introduction
   a. State the research question
   b. Background– 1/2 works should be enough
   c. Present the nature and scope of the problem investigated.
   d. Review the pertinent literature
   e. State the method of investigation + reasons for choosing the method.
   f. State the principal results of the investigation and the conclusions they suggest

5. Materials and methods
   a. How did the researcher try to answer that question

b. Describe and defend experimental design, technique/ theoretical deviation + provide enough details so that another researcher can repeat the experiment if they want

c. If the method is well known, just cite the source. But if the method is inadequately described in the original source, describe it again. If you are modifying it, describe the modification

d. Material– specify (ranges etc)
 i. Apart from technical specs, also include quantities and physical properties of material used
 ii. Can also include subheadings

e. Sources are often divided into primary and secondary – try to use both in the paper.
 i. Primary sources → provide direct, first-hand evidence regarding your topic—they're often the direct object of your analysis. Eg: Interview transcripts, Works of art or literature, Historical documents, Statistical data
 ii. Secondary sources → comment on, interpret, or describe primary sources—you can critique them or use them to support your points. Eg– journal articles etc
 iii. The CRAAP test—currency, relevance, authority, accuracy, and purpose—is a well-known technique for evaluating source credibility.

6. Results
 a. What did the researcher find
 b. The main section– data
 c. Can be presented in 3 ways: text, table, illustration (avoid duplication)
 d. Avoid including all the data or data that is too insufficient to draw conclusions from → give essential data, enough to form major conclusions
 e. Choosing the form of data presentation
  i. For text– simple and descriptive data
  ii. Table and graphs– important data→ this info should supplement and not duplicate the data given in the text
  iii. For values requiring high degree of exactness, use tables
  iv. Illustrations to highlight trends
  v. Trivial data should not be presented in tables or figures– distracting
 f. Tables should be referred by their numbers and not as "above"/"below" etc
  i. Brief column headings
  ii. Don't make them complex with too much data
  iii. Use headnotes/footnotes to reduce repetitions, make tables more relevant
 g. Illustrations add to cost of production so include only those necessary
  i. Accommodate them in single column with if paper is published in teh format of double column setting
  ii. Illustrations should be assigned consecutive numbers (arabic numerals)
 h. Captions and legends should be simple, self explanatory
 i. Ensure your illustrations are appropriately sized– shouldnt be pixelated when printed

      j.   Illustration sizes are also sometimes specified by journals– also scale for photographs

7. Analysis/Discussion
   a. **What do the results imply and mean**
   b. analysis= interpretation + discussion=does data support hypothesis
   c. Interpret data
   d. Highlight significant features of the data
   e. Causes of these features
   f. Mention limitations
   g. Sources of error
   h. Don't repeat description of the data (obvious from figures, tables, etc)
   i. Results and discussions can also be combined– when discussion is extensive and requires readers to follow the train of thought

8. Conclusions
   a. Should stem directly from the data presented
   b. Don't introduce any new material
   c. Function– make recommendations based on the results
   d. If there are no recommendations, it can be omitted
   e. If they are precise– list conclusions in points
   f. analysis/discussion/ conclusion– what the results mean wrt what has already been done, wrt expectations, how the results have affected the body of scientific knowledge, outline steps for further study

9. Acknowledgements
   a. Acknowledge any technical help received
   b. Also source of material
   c. Plus acknowledge financial assistance, grants etc
   d. Courtesy and gratitude for the help received

10. List of symbols
   a. Give full version followed by abbreviations within parenthesis at 1st occurance
   b. 1 or 2 letter standard symbols may be used to represent physical quantities, units, or chemical elements. (international system (si) of units should be used)
   c. Non standard symbols must be explained in the 'nomenclature' section.

11. References/ Bibliography
   a. So that reader can consult og source
   b. Cite only references that have actually been consulted

Introduction to Formatting

- **Formatting:** The organization and presentation of information in a clear, consistent, and professional manner.
- **Importance:**
    - Improves readability and understanding.
    - Demonstrates professionalism and attention to detail.
    - Assures readers that paper can be taken seriously (like wearing a suit to an interview)
    - shows that you respect other people's work enough to give them proper credit for it (with citations) + helps your reader find additional materials if he or she wishes to learn more about your topic.
- Always follow the requirements prescribed by your instructor/ the journal you are submitting to
- **Basic formatting principles:**
    - Font choice and size. (generally times new roman, arial, calibri and georgia– should be consistent throughout the doc)
        - Readable typeface where regular easily easily contrasts with italics and bold
        - Size- 12
    - Justification
        - Never right
    - Margins– 1 inch top and bottom + left and right
    - Spacing
        - At Least 1.5 but mostly 2 (most style sheets also ask you to space quotations equally but some have special rules)
        - One space after commas and periods and other concluding punctuation marks.
    - Heading and subheading styles.
        - Easier differentiation
    - Pagination.
    - Block quotes never have inverted commas (all stylesheets)
    - Hyphen and dash
    - [sic] → used when there is an error in the quotations
        - "Intentionally so written"
        - Exact transcription, including any errors, non-standard spellings
        - Not an abbreviation→ no period required (some style guides suggest italicization, some suggest using it at the end of a complete sentence)
        - Can be used to denote irony, like "scare quotes"
        - Don't change anything while quoting– use square brackets if you want to correct a word
        - Paraphrase instead of quoting if there are too many errors
    - [] (square brackets)-- to insert in quotes– in case of ambiguities/translate non-english titles
        - "he [Beckett] wrote godot"
        - "Tagore wrote Ghare Baire [The Home and the World]"
    - For citations, if you don't have some details, omit that section-- don't speculate

- - For university press of prestigious places, you can write Harvard UP, Cambridge UP, Oxford UP
- Only format the final draft– no need to put in the same effort for every draft you make
- Style Guide
    - set of standards for the writing and design of documents, either for general use or for a specific publication, organization or field.
    - To ensure uniformity in style and formatting across multiple documents
    - In the corporate sphere, "style guide" is often synonymous with "branding guide,"
    - ensures clarity and consistency across written communications while maintaining brand identity and integrity.
- Some general style guide examples include:
    - **AMA (American Medical Association)** for medicine, health, and biological sciences
    - **Associated Press Style (AP)** used by journalists and other news & media writers
    - **Association for Computing Machinery (ACM)** used in computing and information technology fields
    - **The American Society of Mechanical Engineers (ASME)** used in mechanical engineering
    - **MLA** (Modern Language Association) for English, literature, arts, and humanities
    - **APA** (American Psychological Association) for education, psychology, and the social sciences
    - **Chicago**—a common style used in everyday publications like magazines, newspapers, and books (from Chicago University Press)
    - **Institute of Electrical & Electronics Engineers Style (IEEE)** used in engineering & computer science

- **Mla (Modern Language Association) style**
  - Generally for humanities, languages, philo, arts but not history (chicago) or psych and edu (apa)
  - Places more emphasis on authorship than other formats because deals with humanities
    - Vs apa emphasises dates
    - Chicago emphasises supplemental notes like footnotes and endnotes.
  - Double spaced (including block quotes, works cited)
  - Indent new paragraphs half an inch
  - Use block quotes for > 4 line quotations
    - Entire para is indented 0.5 inch
  - Abbreviations dont include periods between letters (MA not M.A.)
  - 1 inch margin on all sides
  - 11-13 size, times new roman/arial/ helvetica
  - Header– last name page number (top right hand side)-- .5 inch from the top
  - No cover page
  - Heading- left justified
    - Authors full name
    - Instructors name
    - Course name and number
    - Date of submission (day month year)
  - Title
    - Centred, after date– title case capitalisation
    - No bold, italics, underlining
    - If includes title of other books, follow the necessary specifications
      - titles of full books, movies, and publications→ italicized
      - articles, essays, short films, and short stories → in quotes.
  - Use a person's full name the first time they are mentioned, and surnames subsequently.
  - There are two ways to reference another work: paraphrasing (dont just replace a few words with synonyms– try to change both teh wording and sentence structure) and direct quotes (when original wording is important→ try not to use them too much; try to keep them as brief as possible, even as short as a single word.
  - Quotes
    - Full stop comes after in text citation in short quotes
    - In long quotes end punctuation comes before citation
    - For long quotes you can use comma or colon-- prefer colon
  - Cite any information that is not common knowledge
    - Both in text + works cited page (mla does not use bibliography but works cited)
  - In text citations
    - some citations (such as articles on the web, or entire works) will not require referencing specific page numbers.
    - if all pertinent information about a source is included, an in-text citation is not required. (work should still be mentioned on the works cited page)

- - - If referring to a specific portion of a text, include the page number (Morrison 15)
    - If author is already mentioned in the sentence, write page number for citation (10)
    - two sources by the same author would include the "Short Title" in-text to provide clarity (Smith, *Writing Lyrics* 100).
    - sources with two authors, both authors' names should be included, separated by "and" (Cruz and Kim 10)
    - 2 sources containing same author names, first initials will need to be included to distinguish between them (ex: A. Smith 100 and B. Smith 200).
    - 3 or more authors – first listed author's last name followed by "et al." (Lee et al. 100).
      - Et alia means "and others"
    - Retain any non-standard numbering (Shakespeare 1.2.91)
    - Video timestamp (*Inception* 01:15:00-01:17:30)
  - Oxford commas are encouraged
  - Numbers
    - Spell out numbers or fractions that can be written in one or two words (e.g., eighty-eight, five million, or two-thirds).
    - Use numerals for when more than two words are needed (e.g., 101; 2,981; or 2 ½).
    - when numbers are discussed frequently, use numerals (e.g., between 3 and 125 people).
    - Use numerals for items in a series (e.g., chapter 6, page 12, or room 34).
    - Always spell out a number if it begins a sentence→ try not to open the sentence with a number
  - Lists
    - The integrated numeral format requires: (1) a colon, (2) correct comma usage, (3) numerals listed out in parentheses before the listed item.
    - Lists introduced by sentences:
      - Complete sentences
      - Incomplete sentences
      - Bulleted
    - Bulleted lists dont use punctuation
      - Start every item in the lower case
  - Headings
    - Left flush
    - No indentation
    - Level 1- bold
    - Level 2- not bold
    - Level 3- italicized
  - Inclusive language
  - Minimise gendered language; avoid negative terms
  - No separate subheadings but paper ends with a conclusion paragraph (not titled as conclusion)

- Tables
  - Left flush
  - Table 1/2/3
  - Caption for the table in the next line
  - Table in the line after the caption
  - Below the title, signal the source information with the descriptor "Source," followed by a colon, then provide the correct MLA bibliographic information for the source in note form (see instructions and examples above). If you provide source information with your illustrations, you do not need to provide this information on the Works Cited page.

    Table 1

    Rate of Nursing Home Residence among People Age 65 or Older, by Sex and Age Group, 1985, 1995, 1997, 1999[a]

Sex and age group	1985	1995	1997	1999
Rate per thousand				
Both sexes				
65 and over	54.0	45.9	45.3	43.3
65-74	12.5	10.1	10.8	10.8
75-84	57.7	45.9	45.5	43.0
85 and over	220.3	198.6	192.0	182.5
Men				
65 and over	38.8	32.8	33.0	30.6
65-74	10.8	9.5	8.8	10.3
75-84	43.0	33.3	34.6	30.8
85 and over	145.7	130.8	119.0	116.5
Women				
65 and over	61.5	52.3	51.9	49.8
65-74	13.8	10.6	11.6	11.2
75-84	66.4	53.9	52.7	51.2
85 and over	250.1	224.9	221.6	210.5

    Example Table

    Source: Federal Interagency Forum on Aging-Related Statistics, *Older Americans 2008: Key Indicators of Well-Being*, Federal Interagency Forum on Aging-Related Statistics, Mar. 2008, table 35A.

    a. Note: Rates for 65 and over category are age-adjusted using the 2000 standard population. Beginning in 1997, population figures are adjusted for net underenumeration using the 1990 National Population Adjustment Matrix from the U.S. Census Bureau. People residing in personal care or domiciliary care homes are excluded from the numerator.
  - No specific guidelines for figures
- Footnotes and endnotes are not common. You may use them in cases of:
  - Multiple sources for the same text
  - Deviations from standard documentation
  - Flagging editions or translations
  - Content notes: You can use notes to mention supplemental—but nonessential—information, such as personal commentary or to explain a word choice.
- Papers written in MLA format use either footnotes or endnotes but not both.
  - Prefer endnotes
  - Footnotes appear at the bottom of the page they reference
  - Endnotes are written on a separate page titled "Notes" or "Endnotes" at the end of a section, chapter, or entire work.
  - To signal a note, place a superscript number (1) at the end of the sentence the note refers to. If a note is needed in the middle of a

sentence, place it after a punctuation mark like a comma, colon, or semicolon. The exception is the dash; note numbers come before a dash.
- Example:
  - [1] Thomas Warren suggests Camus's use of la mesure should be translated into English as "measurement" instead of the popular translation "moderation."

- **Works cited**
  - After endnotes, if any– at the end
  - On a new page
  - Formatted like other pages
  - Alphabetical order according to the last name of the author
    - If no author, list the source by the title and use the 1st letter for alphabetizing
  - Hanging indent of 0.5 inch for every line after the 1st one in a single entry
  - MLA prohibits the abbreviation ibid. (used when citing the same source for a second, consecutive time
  - Camus, Albert. *The Myth of Sisyphus and Other Essays*. Translated by Justin O'Brien, New York, Random House, 1955.
  - Title of the page = "Works Cited"
    - Centred
    - Rest of the text is left flush
  - Use the abbreviation "pp." for multiple page numbers; use "p." for a single page number.
  - All citation entries must end with a period.
  - Mention the name of containers (general sources that collect other sources→ anthologies, periodicals, journals)
  - If you're citing more than one source by the same author, use three hyphens in place of the name for all entries after the first, like this: —.
  - URLs do not require https or http. Begin them with www or whatever comes first.
  - Write the name of the website in italics, followed by a comma, before the URL. For example: *JSTOR*, www.jstor.org/stable.
  - Mention both, the date of publication of the website article and the date of access
  - Order of entry
    - Author's name
      - "Last Name, First Name Middle Initial." For example: Thompson, Hunter S.
    - "Title of work"
    - *Title of container*
    - Contributor [translator or editor],
    - Version or edition,
    - Number [volume number or issue number],
    - Publisher,

- Publication date,
- Page numbers or internet address. [Remember to include the website name in italics before the URL or DOI number.]

- Chomsky, Noam. *What Kind of Creatures Are We?* Columbia University Press, 2016. *JSTOR*, doi.org/10.7312/chom17596.
- Last name, First name. *Book Title*. Place of publication, Publisher, publication date.
- Goldacre, Ben. *Bad Science*. London, Fourth Estate, 2008.
- Last name, First name. "Title of article." *Journal*, vol. #, no. #, Day Month Year of publication, pp. #–#. *Database*, DOI or URL.
- Cardanay, Audrey. "Illustrating Motion, Music, and Story." *General Music Today*, vol. 29, no. 3, 2016, pp. 25–29. *Academic Search Premier*, doi:10.1177/1048371315626498.
- Last name, First name. "Page or Article Title." *Website*, Day Month Year of publication, URL. Accessed Day Month Year.
- Hudson, James. "What Taylor Swift Can Teach Us about Leadership." *Forbes*, 12 Nov. 2023, https://www.forbes.com/sites/jameshudson/2023/11/12/what-taylor-swift-can-teach-us-about-leadership/. Accessed 13 Nov. 2023.
- Desmond, William. "The Philosophy of Cynicism." *YouTube*, 19 Dec. 2019, https://www.youtube.com/watch?v=Utzym1I_BiY.
- "Citation examples for research" prompt. ChatGPT, GPT-4, OpenAI, 15 Nov. 2023, chat.openai.com/chat.
- Use title case for source titles, as in "On the Origin of Species."
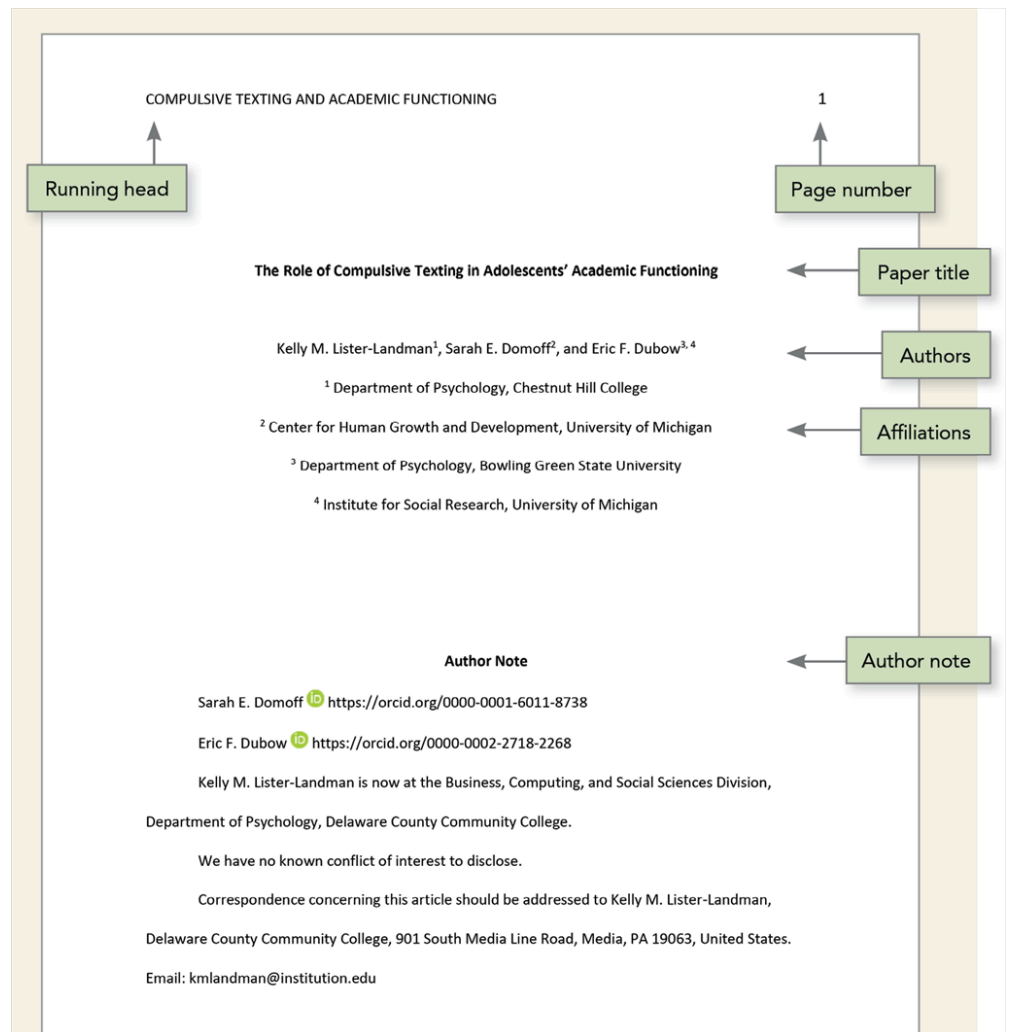
PP FOR MULTIPLE VS P FOR SINGLE PAGE

- **APA (American Psychological Association) style:**
  - Usually preferred for social science subjects like psychology, sociology, anthropology, criminology, education, and occasionally business.
  - Developed by American Psychological Association in 1929
  - Currently in 7th edition
  - Dont use contractions
  - Use a formal, direct tone
  - Avoid the editorial "we"
  - Use the oxford comma
  - Title case for all headings– sentence case for titles of work in reference list
  - Spell out only numbers from 1-10 (not before they are units of measurement or used to show position in series or represent time/ages)
  - 1 inch margin
  - Double spaced
  - Two spaces should be used after punctuation marks at the end of each sentence (in other words, there should be two spaces after the period that ends each sentence).
  - Running head
    - Header
    - Page number, flush right (for student papers)
      - Title page is page 1

- ■ For professional papers, also include shortened version of the title (50 characters or fewer) flush left
- ■ Header in capital letters within the top margin, not below it
  - ○ No specific font, but few recommendations
    - ■ 12-point Times New Roman, 10-point Lucida, 11-point Calibri, and 11-point Arial, 11 point Georgia
  - ○ 4 major sections: Title page, abstract, main body and references
  - ○ **Title page**
    - ■ Necessary
    - ■ Names of authors
    - ■ Institutional affiliation
      - ● In the byline
    - ■ Course, instructor, assignment due date
    - ■ Also author note (professional papers)
      - ● Provides additional info about the authors, study registration, data sharing, disclaimers or statements regarding conflicts of interest, and help or funding that supported the research, point of contact for interested readers
      - ● Author note– centred and bold
      - ● Paragraph style formatted
        - ○ 1st– orcid ids
        - ○ 2nd– any changes of affiliation
        - ○ 3rd– additional study details
        - ○ 4th– corresponding author's contact info
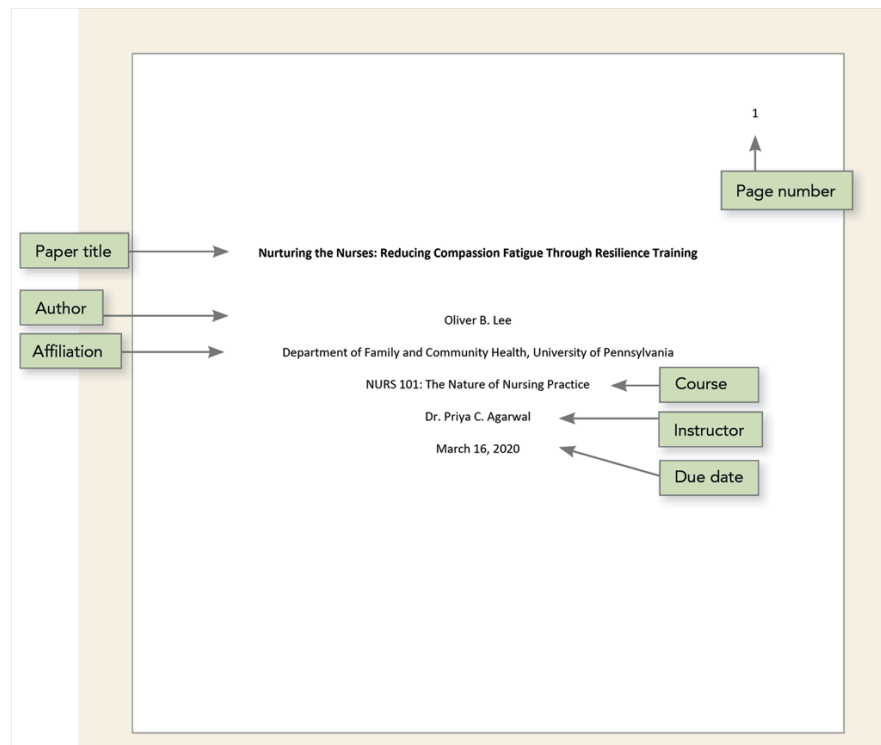
    - ■
    - ■ Title– 3-4 lines down from top, centred, bold– capitalise any major words
      - ● Subtitle on separate double space line if desired
    - ■ Leave one double spaced blank line

- Author names centred (use commas and "and" if more than one author)
  - Dont use degrees/titles (dr.)
- Other details also centred
- In professional papers,
  - Running head with the title is also used
  - author affiliations are mentioned via superscripts against the author names in the same format
  - Author note is placed at the bottom half of the page, with its title centred and bold and paragraphs aligned to the left

COMPULSIVE TEXTING AND ACADEMIC FUNCTIONING   1

Running head   Page number

The Role of Compulsive Texting in Adolescents' Academic Functioning ← Paper title

Kelly M. Lister-Landman[1], Sarah E. Domoff[2], and Eric F. Dubow[3,4] ← Authors

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[2] Center for Human Growth and Development, University of Michigan ← Affiliations

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[4] Institute for Social Research, University of Michigan

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Kelly M. Lister-Landman is now at the Business, Computing, and Social Sciences Division, Department of Psychology, Delaware County Community College.

We have no known conflict of interest to disclose.

Correspondence concerning this article should be addressed to Kelly M. Lister-Landman, Delaware County Community College, 901 South Media Line Road, Media, PA 19063, United States.

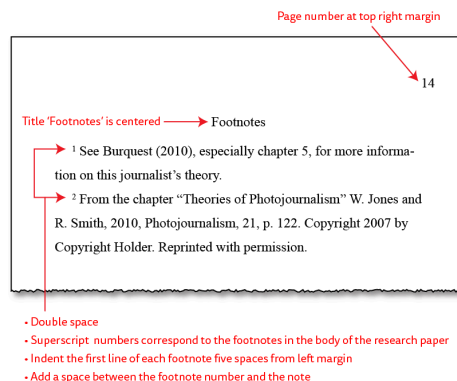Email: kmlandman@institution.edu

- Double space the paper, including title, abstract and reference list page
- Abstract page
  - Optional (generally not required for student papers)
  - After title page
  - Include page header
  - Bold and centre
  - Begin in the next line
  - No indentation for the content
  - Single paragraph
  - Double spaced
  - Can also list keywords

- 1st page
  - After title, abstract
  - Paper's Title in title case, bold, centred
  - Paragraphs indented half an inch
  - Footnotes's 1st lines also indented
- In text Citation
  - Author date system
  - (Author's last name, year of publication, page number)
    - Dont include suffixes like "Jr"
    - 2 authors– (Smith & Jones, 2014)   [use ampersand (&) instead of "and]
    - 3 or more – (Smith et al., 2014)
    - If no author, use the title– ("APA Citations", 2014)
    - Multiple works (Smith, 2014; Jones, 2009)
    - Multiple works by the same author – (Smith, 2014, 2020, 2024)
    - No date (Smith, n.d.)
  - (Smith, 2014, p. 456) or (Smith, 2014, pp. 450-470)
  - Capitalise proper nouns
  - If author name included in the text of the sentence for short quotes, the citations may look like
    - According to Jones (1998), "students often had difficulty using APA style, especially when it was their first time" (p. 199).
    - Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?
  - If author name not included,
    - She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.
  - For works without page number, you may refer to another identifier– paragraph, chapter, section, table etc
  - If you are citing a work multiple times in the same paragraph in the narrative, you may omit the year.
- Direct quotes
  - Formatted as block quotes when greater than 40 words (apa 7 student sample- pg 11)
  - Every line indented half an inch
  - Double space
  - Do not add any blank line before or after it
- Footnotes
  - Not generally used
  - Used only for content notes or copyright attribution
    - The information included in a copyright note includes the same information as in the reference list, but with some additional information. You must state if the material was reprinted or just adapted—use "From" if it is a reprint and "Adapted from" for adaptations.

- - 1 From "Title of Article," by A. Author and B. Author, year, *Journal Title*, *Volume*(Issue), p. ## (DOI or URL). Copyright year by Copyright Holder. Reprinted with permission.
  - Use default formatting for footnotes from the word processor→ 10 point and single spaced
  - Marked by superscripts in the text (follow any punctuation apart from dash (–)
    - No space before superscript
    - Never after a heading
  - Can also be placed after the main text on a separate page titled "footnotes" (they are technically endnotes but apa uses footnotes as the title
    - Indent each footnote 1 tab or 5 spaces
    - Leave space between the superscripted footnote number and the note
    -

Endnotes Example in APA

Page number at top right margin

14

Title 'Footnotes' is centered → Footnotes

1 See Burquest (2010), especially chapter 5, for more informa-
tion on this journalist's theory.

2 From the chapter "Theories of Photojournalism" W. Jones and
R. Smith, 2010, Photojournalism, 21, p. 122. Copyright 2007 by
Copyright Holder. Reprinted with permission.

• Double space
• Superscript numbers correspond to the footnotes in the body of the research paper
• Indent the first line of each footnote five spaces from left margin
• Add a space between the footnote number and the note

Bibliography.com
TEACHER APPROVED. STUDENT LOVED.

    -
  - Instead of works cited, list of citations goes on a separate page titled "**references**"
    - Bold and centred
    - After the body but before any final tables/appendices
    - Every entry uses hanging indent – half inch
    - Last Name, First Name initial Middle Name Initial – Smith, J.M.
    - last name and first/middle initials for all authors of a particular work up to and including 20 authors
      - Ampersand before last author's name (&)
      - More than 21 authors– use ellipsis but no ampersand after the 19th author and add final author's name
    - Alphabetized
    - Multiple works by same author– list them chronologically
    - Do not italicize, underline, or put quotes around the titles of shorter works such as chapters in books or essays in edited collections.
    - Italicize titles of longer works (e.g., books, edited collections, names of newspapers, and so on).
    - Present journal titles in full.

- Italicize journal titles.
- Maintain any nonstandard punctuation and capitalization that is used by the journal in its title.
- Capitalize all major words in the titles of journals.
- Capitalize the first word of the titles and subtitles of journal articles, as well as the first word after a colon or a dash in the title, and any proper nouns.
    - Title case (vs title of the article is sentence case)

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages. https://doi.org/xx.xxx/yyyy

- Include doi wherever available
- Sobol, M., Przepiórka, A., Meisner, M., & Kuppens, P. (2021). Destiny or control of one's future? Fatalistic time perspective and self-esteem in extroverts and introverts. *The Journal of General Psychology*, *149*(4), 443–455. https://doi.org/10.1080/00221309.2021.1878486
- Ahmed, S. (2012). *On being included: Racism and diversity in institutional life*. Duke University Press.
- Hudson, J. (2023, November 12). What Taylor Swift can teach us about leadership. *Forbes*. https://www.forbes.com/sites/jameshudson/2023/11/12/what-taylor-swift-can-teach-us-about-leadership/
- Desmond, W. [TED-Ed]. (2019, December 19). The philosophy of cynicism [Video]. YouTube. https://www.youtube.com/watch?v=Utzym1I_BiY
- OpenAI. (2023). ChatGPT (March 14 version) [Large language model]. https://chat.openai.com/chat
- Multiple works by the same author (if dates are not specific)
    - Berndt, T. J. (2004a). Children's friendships: Shifts over a half-century in perspectives on their development and their effects. *Merrill Palmer Quarterly*, 50(3), 206-223.
    - Berndt, T. J. (2004b). Friendship and three A's (aggression, adjustment, and attachment). *Journal of Experimental Child Psychology*, 88(1), 1-4.
- Chapter in a book
    - Rattan, A. (2019). How lay theories (or mindsets) shape the confrontation of prejudice. In R. K. Mallett & M. J. Monteith (Eds.), *Confronting prejudice and discrimination: The science of changing minds and behaviors* (pp. 121-140). Academic Press. https://doi.org/10.1016/B978-0-12-814715-3.00008-4
- Appendices
    - Content that may not fit the body of the paper
    - research materials, specific details of a study, or participant demographics
    - New page
    - "Appendix" followed by title describing the contents in the next line

- - - ■ Multiple– Appendix A/B/C
      - ■ After references, footnotes, tables/ figures
      - ■ Figures/ Tables in the appendices will be labelled after the appendix– table B1 in appendix B, Figure A7 in Appendix A etc
      - ■ If an appendix only contains a figure, label the figure as appendix a
  - ○ Stylistics
    - ■ You may use the 1st person
    - ■ Apa encourages using active voice
    - ■ Clarity and conciseness important
    - ■ Minimise figurative language
    - ■ Avoid biased language
    - ■ Use arabic numerals instead of roman, unless you specifically need roman
  - ○ Headings
    - ■

      APA Headings

      Level Format

Level	Format
1	**Centered, Boldface, Title Case Heading** Text starts a new paragraph.
2	**Flush Left, Boldface, Title Case Heading** Text starts a new paragraph.
3	***Flush Left, Boldface Italic, Title Case Heading*** Text starts a new paragraph.
4	**Indented, Boldface Title Case Heading Ending With a Period.** Paragraph text continues on the same line as the same paragraph.
5	***Indented, Boldface Italic, Title Case Heading Ending With a Period.*** Paragraph text continues on the same line as the same paragraph.

    - ■
    - ■ No headings for introduction
    - ■ Headings are not numbered
    - ■ Title of the paper= level 1 heading
    - ■ Subsequent sections= level 2
    - ■ Special headings (section labels) for abstracts, paper title, references, footnotes, appendices– begin on separate pages
  - ○ Seriation in the text recommended for smooth flow of ideas
    - ■ Use arabic numerals
    - ■ Full sentences and not phrases for numbered lists
    - ■ For non hierarchical ideas, use bullets
    - ■ If your bulleted list is part of the sentence and is not preceded by a colon, treat the bullets like a part of the sentence, adhering to standard capitalization and punctuation (semicolon after each item)
  - ○ Tables

Table 1

Title

Stub Heading	Column Spanner		Column Spanner	
	Column Heading	Column Heading	Column Heading	Column Heading
Table Spanner				
Row 1	123	234[a]	456	789
Row 2	123	987	543	876
Table Spanner				
Row 3	432	567	543	908
Row 4	256	849	407[*]	385

Note. This is a general note, referring to information about the entire table. Notes should

be double spaced.

[a]Specific notes appear in a new paragraph; further specific notes follow in the same

paragraph.
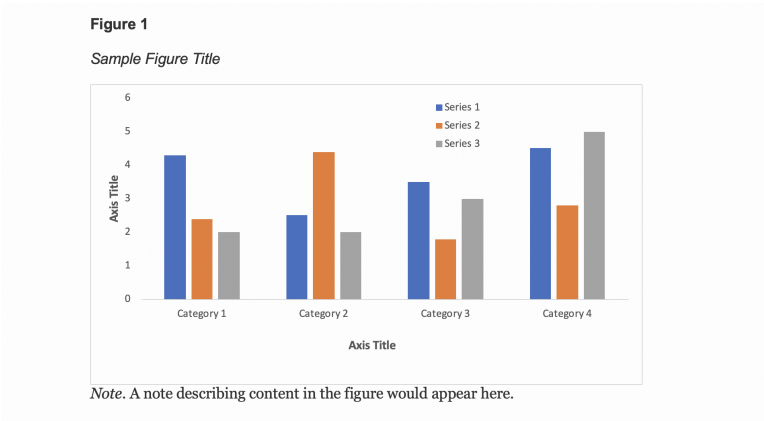
[*]A probability note appears in a new paragraph.

- ■
- ■ Number all tables with Arabic numerals sequentially. Do not use suffix letters (e.g. Table 3a, 3b, 3c); instead, combine the related tables.
- ■ Like the title of the paper itself, each table must have a clear and concise title. Titles should be written in italicized title case below the table number, with a blank line between the number and the title
- ■ Do not use vertical borders, and do not use borders around each cell.
- ○ Figures

Contents

- ■

Figure 1

Sample Figure Title

Note. A note describing content in the figure would appear here.

- ○ Table of contents
  - ■ For dissertations/thesis
  - ■
- ●

Chicago style

- For history, business, fine arts
- Known for comprehensive system of endnotes and footnotes
- Based on *Chicago manual of styles* (*cmos)*
- By University of Chicago Press
- Now in 17th edition
- Double line spacing
- Indent new paragraphs 0.5 inch / using TAB key (7 spaces)
- Leave one space after full stops
- 12 Times New Roman
- Place page numbers on the upper right-hand corner of the page. Do not list your name or the paper's title as you would for MLA or APA styles.
- Use title case for both headings and sources (same as MLA).
- Title page not necessary, but if included
  - No page number (but counts as page 1 so next page becomes page 2)
  - No header
  - Paper's title– 1/3rd down the page — centred
  - Subtitle on separate line, separated by a colon
  - If you wish, make the main title and subtitle bold. The font size can be two or three points larger than the main text
  - Name, course, submission date– all on separate lines (centred)-- 2/3rd down the page
    - Also instructor's name if they want
- Other pages include a page number on the top right corner
  - Some instructors may ask you to include last name in the header
- no rigidity about headings and subheadings
- 2 citation formats: Notes-bibliography system and author-date system
- "Bibliography" for notes-biblio system and "references"/"works cited" for author-date system (used in social sciences)

Notes-Bibliography System (more commonly used)

- Unlike MLA and APA, the Chicago style uses footnotes for citations
  - use a superscript for footnotes: "Smith argues against Jones' theory[1]."
  - Footnotes may appear at the bottom of the page or the end of the document.
- CMOS supports both short notes and full notes.
  - Mostly, use full notes: "Michael Pollan, The Omnivore's Dilemma: A Natural History of Four Meals (New York: Penguin, 2006), 76."
  - For further references to the same source, use a short note: " Pollan, Omnivore's Dilemma, 45."
- Footnotes indented (using tab key)
- Footnotes begin on the page on which they are referenced
- Endnotes on a separate page at the end of the paper, titled Notes
  - Every note is indented, numbered– followed by a period, space, citation info
  - Not listed alphabetically
  - Listed in the order in which they occur

- Footnotes allow for quicker referencing but can be distracting
  - Footnote citation– First Name Last Name, *Title,* edition (Publishing information)
  - Mary Lynn Rampolla, *A Pocket Guide to Writing History*, 9th ed. (Boston: Bedford/St. Martin's, 2018), 118.
  - University of Chicago Press, "Chapter 14," in *The Chicago Manual of Style Online*, 16th ed. (Chicago: University of Chicago Press, 2010), 39.
  - Kenn Kaufman, "American Golden Plover," The Audobon Society, June 7, 2022, https://www.audubon.org/field-guide/bird/american-golden-plover
  - Henry S. Francis, "Claude Monet Water Lilies," *The Bulletin of the Cleveland Museum of Art* vol. 47, no. 8 (1960): 79–86, https://www.jstor.org/stable/25142411
  - Javier Jackson, "Waiting for the Cows to Come Home," *Compassionate Animal Husbandry*, 4th edition. Jill Banks (Austin: Farm Texts, 2018), 96–112.
  - Multiple sources listed in 1 sentence are combined in the same footnote, separated by a semicolon
- "ibid."
  - Used when repeating a source consecutively
  - abbreviation of the Latin word ibidem
  - means "in the same place."
  - Used when
    - citation you're referencing is a full reference to the source.
    - You're directing the reader to the most recent citation. You can't use ibid. to direct the reader to a citation made before the most recent one (if you're citing a previously used source for a nonconsecutive second (or subsequent) time, you need to reintroduce the source, even if you use a shortened version of the source)
    - The previous footnote or endnote contains only one source. Otherwise, there's no way for the reader to know which source the ibid. is referencing.
    - Only in footnotes or endnotes (not in bibliography)
  - If non consecutive sources, use author's last name, title of the work, page number (shortened note)
    - Diana Hollis, *Building Efficient Computers*, 5th edition. (New York: Computer Publishing Co., 2021), 98
    - Ibid., 99.
    - Jessie Gonzales, *Networking* (San Francisco: Business Content Inc., 2019), 15.
    - Hollis, *Building Efficient Computers*, 249.
    - Ibid., 253.
- Op. cit. is used to reference a different page of the same source (opus citatum)
- loc. cit. is used to reference the same page (loco citato)
  - Diana Hollis, *Building Efficient Computers*, 5th edition. (New York: Computer Publishing Co., 2021), 98
  - Jessie Gonzales, *Networking* (San Francisco: Business Content Inc., 2019), 15.
  - Hollis, op. cit., 249.
  - Gonzales, loc. cit.

- CMoS 17th edition discourages ibid., op. cit., loc. Cit. in favour of short notes which include author's last name, shortened title (4 words or fewer), page number
  - Publication information not necessary
- Block quotes should be used when your quote extends beyond four typed lines of prose.
  - Signal them using colons
  - Single spaced
  - Double spaces before and after the quote
  - Entire quote indented 0.5 inch
  - Footnote comes at the end in all quotes, including block quote
  - Dont indent 1st line in next paragraph after block quote
- AI
  - The CMOS website suggests citing AI in footnotes or endnotes, like other sources, and mentioning all of the relevant information, such as a description of the prompt and the date you accessed it. Alternatively, you can cite AI in Chicago using parenthetical citations if you prefer the author-date system.
  - Do not include AI chatbots in the bibliography or reference list.
  - 1 ChatGPT, response to "summarize the life of Genghis Khan," July 19, 2023, OpenAI, https://chat.openai.com/chat.
- Bibliography page
  - Last page
  - No header (no last name/page number)
  - different from a Works Cited page in that it should also identify sources that are not cited in the work.
  - Arranged alphabetically by authors' last name.
  - anything that contributed to the understanding and to the development of ideas for the paper
  - Each citation should begin at the left margin, and all subsequent lines should be indented – hanging indent
  - Single space in each citation but double space between entries

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        doi: 10.3098/ah.2012.86.1.26.

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        (2005): 54-55. http://eds.a.ebscohost.com/eds/detail/detail?vid=1&sid=db95d71f-
        2d0c-40f4-8dfd-346a1146bff5%40sessionmgr4008&bdata
        =JnNpdGU9ZWRzLWxpdmU%3d#AN=17868786&db=pwh.

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Eusebius. "Porphyry: Against the Christians." *Internet Medieval Source Book*. Feb. 1996.
        http://www.fordham.edu/Halsall/source/porphyry1.asp.

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        4 min. 53 sec. http://www.youtube.com/watch?v=ef6y2yMlLpU&context =C4836bb0
        ADvjVQa1PpcFNKAb5C95gcEGLJ8Krug5X_d-VNWasi3-U=.

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        Archetype)*. Hong Kong: Mercury Pier, 2011. Kindle edition.

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        (American Social Experience)*. New York: University Press, 1991.

——. *Empires, Nations, and Families: A History of the North American West, 1800-1860*. Lincoln:
        University of Nebraska Press, 2011.

Lapham, Lewis H. *Gag Rule: On the Suppression of Dissent and the Stifling of Democracy*. New
        York: Penguin Press, 2004. EBSCO eBook.

Mapel, David R. Review of *The Ethics of War*, by A.J. Coates. *American Political Science
        Review* 93, no. 2 (June 1999): 479-480. http://www.jstor.org /stable/2585454.
■

Author-Date System

- Parenthetical citations to identify sources
- Used in sciences
- Parenthetical citations– author's last name, the publication date, and the page number of the source
- (Harvey 1990, 12)
- You can place the citation at the end of the paragraph if there is more than 1 reference to it in the paragraph.
- There should be no punctuation between the author's last name and the year, but do place a comma between the year and page numbers when used in parenthetical citation.
- When the same source but different page numbers are referenced in the same paragraph, include a full citation upon the first reference and provide only page numbers thereafter.
- When an author's name appears in the text, the date of the work cited should follow, even when articulated in the possessive. Also note that Chicago distinguishes between authors and works. While "in Foucault 1984a" is technically permissible, "Foucault's (1984a) work suggests..." is preferred.
- Hundreds digit need not be repeated in a page range citation (131-37)
- When you use italics in a quote, signify the added emphasis
    - (169; emphasis added).
- Semicolon should be used to separate two or more references in a single parenthetical citation
- For multiple authors, use the conjunction "and"—not the ampersand (&)— both in the text itself as well as on the references page.
- Footnotes can be used here as well (for content; not for citations)
- References
    - Title in centre– not bold/underlined/italicised

- Leave 2 blank lines after this, before your 1st entry
- Leave one blank line between each entry
- Alphabetical order according to last name of the author
- Examples
  - Agamben, Giorgio. 1998. *Homo Sacer: Sovereign Power and Bare Life.* Translated by Daniel Heller-Roazen. Stanford: Stanford University Press.
  - Foucault,Michel. 1984a. "The Means of Correct Training." In *The Foucault Reader*, edited by Paul Rabinow, 188-205. New York: Pantheon.
  - Foucault, Michel. 1984b. "Panopticism." In *The Foucault Reader*, edited by Paul Rabinow, 206-13. New York: Pantheon.
  - Ede,Lisa and Andrea A.Lunsford. 2001. "Collaboration and Concepts of Authorship." *PMLA* 116 (March): 354-69. http://www.jstor.org/stable/463522.
- Hanging indent
- Dont use em dash if the author is same for multiple works (as is done in mla)
  - Arrange the entries chronologically, instead
- No need for access dates of electronic publications

Plagiarism

- Different from similarity (the ideas / quotes you pick up and cite)
- Some similarity is allowed but no plag
- Mosaic plagiarism– picking up from a variety of sources
- Self plag– often unintentionbal but still considered plag
- Inaccurate citations are also plag

- IEEE ("I-triple-E")
  - engineering, computer science, and other technological fields.
  - Title
    - centred
    - at the top of the first page
    - 24-point type.
  - byline
    - centred below the title, after a line break, in 10-point type. It should contain the following, on separate lines:
      - Author's name
      - Author affiliation(s)
      - City & country location(s)
      - E-mail address(es).
  - body
    - 10-point type
    - in two columns
    - The columns on the last page should be the same length (add a column break)
  - All papers must begin with an abstract and index terms.
  - Papers may, depending on context and field, include some or all of the following:
    - Note to Practitioners
      - below the abstract
      - For the engineers working on practical backgrounds, not necessarily experts in your field→ help them understand the application of your work to theirs
      - No jargon
      - No repeating info from the abstract
      - Can be more than one paragraph, but is otherwise formatted like the abstract.
    - Nomenclature
      - list of symbols, variables etc used in the paper + their definitions
      - immediately before the Introduction section.
      - definitions are aligned one em-space after the longest defined term.
      -

NOMENCLATURE

SPQ	Strictly proper pole constraints.
M	Minimal weighted sensitivity.
$P(s)$	Physical feedback.
W	Weighting.
Q	$= P - 1$. Improper function.
S, l	Signal density, $= P, M$.

    - Appendices
      - enumerate either with Roman numerals or with capital letters

- Appendix A/B/C/1/2/3
- should have titles, set on the line below them but still formatted like a section heading.
    - Acknowledgements
- Begin with a drop cap two lines deep, followed by the next 8-12 characters (or 1-2 words, whichever is appropriate) in all caps.
- Abstract
    - single paragraph – 150-250 words
    - Self-contained
    - include three or four keywords or key phrases to help interested readers to find your article.
- Index terms.
    - in a paragraph separate from and after the abstract
    - similar to keywords
    - Provided by the author
    - IEEE maintains a standardized list of index terms
    - in alphabetical order
    - the first should be capitalized, and the rest lowercase unless they contain acronyms or other components that inherently require capitalization.
- Headings
    - Primary – Roman numerals followed by a period, set in small caps, and centred above the text.

        - I. INTRODUCTION
        - References and Acknowledgments are formatted like primary headings, but are not enumerated.
    - Secondary – capital letters followed by a period, set in italics and title case, left-aligned, unindented, and separated from the text by a line break

        - A. *Formal Frameworks* .
    - Tertiary – Arabic numerals followed by a close-parenthesis, set in italics and title case, left-aligned, indented one em (An em is a unit equal to the currently specified point size.), and separated from the text by a colon.

        - 1) *Sophisticated Local Control:*
    - Quaternary – lowercase letters followed by a close-parenthesis, set in italics and sentence case, left-aligned, indented two ems, and separated from the text by a colon.
        - a) *Communication policies:*
- **References**
    - it's always just "in [1]", not "in reference [1]".
    - To refer to a specific portion of the reference cited, use "[6, Sec. VI]" rather than "section VI of reference [6],"

- examples
    - Algorithm [6, Algorithm 1]
    - Appendix [6, Appendix II]
    - Chapter [6, Ch. 3]
    - Equation [6, eq. (4)]
    - Figure [6, Fig. 5]
    - Lemma [6, Lemma 6]
    - Page(s) [6, p. 7] or [6, pp. 8-10]
    - Section [6, Sec. XI]
    - Table [6, Table XII]
    - Theorem [6, Th. 13]
- Multiple references
    - separate with commas → [1], [2].
    - If three or more consecutively-numbered citations → [3]–[5]. (en dash)
    - if you wish to name the authors, then the references must be cited separately unless they are by the same author → This is disputed by Civetta [6] and Strix [7]
- numbered in order of citation→ if you cite the same reference in multiple locations through your paper, it must always be cited with the same number.
- Authors are always referred to by their surname and initials. Suffixes such as "Jr." or "III" are included, but separated by a comma – e.g. "E. C. M. Boyle, III".
    - For references with up to six authors, list all authors in the order they are presented in the publication's byline. Use the format "A. B. Author, C. D. Author, and E. F. Author".
    - For publications with seven or more authors, list the first author followed by "et al."
- Titles of books, journals, and publications of similar size are set in title case.
    - Titles of articles, technical reports, and publications of similar size are set in sentence case.
- Names of months are shortened to 3-4 letters each: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.
    - Citation
        - Not on a separate page
        - No separate heading for this
        - if any information is unavailable (e.g. if a website lists no author), you can simply leave that out of your citation.
        - [#]   Author, *Title*, Translator, Trans., Editor, Ed., volume, edition. City, State, Country: Publisher, year. [Online]. Available: URL. Accessed: month day, year.
        - [#]   Author, "Chapter," in Title, volume, edition. City, State, Country: Publisher, year, chapter, section, page range.
        - [#]   Author, "Title," *Journal*, vol. 1, no. 1, pp. 1-10, month year, DOI.
        - [#]   Author. "Page." Website. URL (accessed month day, year).

- - - [#]   Author, "Title," document type, Department, University, City, State, Country, Year. [Online]. Available: URL
    - [#]   Author, "Title," Institution, City, State, Country, report #, year.
  - Tables, figures, and equations are the three categories of extra-textual items that require numbering and labelling.
    - centred in the column in which they appear.
    - numbered consecutively
    - each category is numbered independently
    - Equations– define the symbols used, no matter how self-explanatory they may seem
  - Table
    - labelled with the same format as a section or appendix heading, along with a title
    - enumerated with Roman numerals
    - Can include explanatory/footnotes at the bottom
  - Figures
    - Unlike tables, the label for a figure goes below the figure.
    - in sentence case, rather than small caps
    - "Fig.", followed by the number, then a period and an em space, followed by the title for the figure.
    - "Fig. 3.   Number of citation errors in undergraduate papers at Purdue University, 2005-2015."
  - Equations are labelled with Arabic numerals, right-aligned, in parentheses, and referred to only by those numbers in the text
  -