

Additional Praxis Tips and Expectations

As you are starting to work on your Praxis, we would like to provide some tips, and share lessons-learned, as well as convey our expectations.

First of all, follow the latest Praxis Guideline and Template, which are separately provided in Blackboard. This does not replace that. In addition, the following guidance and tips are provided:

- Meet your deadlines for each chapter.
- Practice *tight writing*. That is, make your topic flow from concept to concept without being wordy, while providing sufficient detail for understanding. Also don't make the reader *work at it* to understand what you are trying to say.
- As a rule of thumb, the main body of your work should be between 70 and 90 pages (not including front matter, References and Appendices), with a total Praxis length of 95-110 pages. While each student's work will be different depending on the topic, the following are recent averages by section from some well written Praxis examples. If there are major deviations from these averages however, sections may be returned ungraded for rework to the student.
 - **Front Matter:** Cover page to Ch 1 16
 - **Main Body of Praxis:**
 - Ch 1 (Introduction) 7
 - Ch 2 (Literature) 18
 - Ch 3 (Methodology) 16
 - Ch 4 (Results) 28
 - Ch 5 (Conclusions) 3
 - Main body total 72 (expected to be 70-90)
 - **Back Matter**
 - References 7
 - Appendices 21 (prefer ≤ 10 pages)
 - **Total** 116 (prefer ≤ 110)
- Edit before submitting any chapter or the completed work. If needed or directed, use the services of a professional editor. Your Advisor is not your editor, and poorly written chapters (e.g. flow, understandability, grammatical issues, etc.) may be returned without full review for your correction. This of course can lead to not meeting deadlines, low Semester grades, etc.
- Ensure you provide sufficient references related to understanding the aspects of your topic, as well as convey confidence to the reader. As a rule of thumb (depending on the type of topic) we would expect to see about 50 references, with ≥ 30 of those from robust peer-reviewed journal papers.
- Provide a Glossary of Terms (after the List of Acronyms) – This might not be in the standard template, but it is something we will require. Here define non-common terms.
- In addition to the acronyms list, spell out acronyms first time to use *in each chapter* – don't assume the reader is familiar with your domain or require them to flip back to the acronym list or glossary or prior chapters (most will be reviewing on the screen).
- Properly use quotation marks – reserve " " for actual quotes, not emphasis. Where emphasis is needed, *italics* may be used, albeit sparingly.
- Avoid the singular first person and vernacular or conversational forms of English. Use formal and academic language. Either use we/our or use passive voice.

- Plagiarism is a very serious violation. Do not use any material (text, tables, figure, equations, etc.) from other sources without properly citing that reference (and using "" if direct quotes).
- Long direct quotes (a sentence or more) should be included very sparingly. Paraphrase most of them and keep the most important ones, i.e., those from authoritative figures in the domain. Make sure you use "" if quoting directly AND cite the reference.
- Use APA style for citing references: <http://www.citationmachine.net/apa/cite-a-book>.
- Use equation editor if including equations or variables. Example: $\exp(\beta_0 + \beta_1 x_i)$ vs. $e^{\beta_0 + \beta_1 x_i}$
- All equations must be numbered, and summarized in your list of equations in the Front Matter. After the equation, make sure you clearly explain all variables and parameters.
- In chapter 4, include sufficient graphs and tables to ensure understandability without turning to the appendix. However, summarize outcomes and provide key information (e.g. P-values, etc.) and test assumptions (e.g. normality checks, etc.). Typically don't show Minitab or other software session window output or code in the body of the chapter, but summarize. However, put more details in the Appendix as needed, such as an example of a statistical analysis. Also show the final reduced model (such as for DoE or Regression) used in the analysis.
- Avoid narratives related to the theory behind fundamental statistical analysis unless it is non-common. For example, you don't need to describe how a logit function is determined for BLR.
- All tables and figures need a caption. Ensure each graph or table is referenced in the text. Clearly explain the purpose, and interpret the outcome.
- Ensure tables and graphics are readable.
- If you copy (or recreate) a table or graphic from another source, you must secure permission to do so from the author, and indicate you have received such in your Praxis.
- Repeat your Research Hypotheses when referencing the same in each chapter. And convey your results categorized by Research Hypotheses. Again, the reader should be able to sufficiently understand your work without needing to go to other sections of the Praxis.
- Your Advisor will typically provide feedback in the body of the Praxis (for each submission). This will be in the form of redlines and/or comments. For the next submission, retain your Advisor's redlines and show any of your changes redlined since then. Also leave comments intact. Use the latest marked-up version your Advisor provided to you. For example, when submitting Chapter 4, use the marked up version the Advisor sent for Chapter 3. Do not use redline in that case for Chapter 4, but redline any changes you made to prior chapters.

Again, these are general principles based on experience and lessons-learned, and depending on your topic, redirection might be required.

Please let your Advisor know if you have any questions. In addition, the Advisor may redirect your approach or communicate variations on the above given his or her preferences.