

- 1) Introduction: Literature review
 - a. Find one or two articles as a model to replicate and/or extend
 - b. Cite relevant articles when making an assertion
 - c. Background for hypothesis testing refers to previous studies
- 2) Voice/Tone - Active Voice i.e. use of "we" or "I" not the standard rather Passive Voice
 Examples are: "It is observed" or "It is postulated"; "Methods selected are ..." Analyses were performed in R"; or "The graph shows" or "The results indicate"
- 3) Diction/Grammar
 - a. Same word repeated within sentence and paragraph multiple times – using identical term to define the concept - find synonyms
 - b. Affect – verb; Effect – noun
 - c. Present tense or past perfect (i.e. “studies have shown” or “research has demonstrated”)
- 4) Variable – Synonyms
 - a. Predictor (x)
 - b. Factor (x)
 - c. Determinant (x)
 - d. Attribute (x)
 - e. Explanatory variable (x)
 - f. Independent variable (x)
 - g. Response variable (y)
 - h. Dependent variable (y)
 - i. Outcome (y)
- 5) Paragraph Construction (standard minimum 5 sentences)
 - a. Introduction
 - b. Three (3) sentences of exposition
 - c. Clincher – leads into next paragraph
- 6) Formatting
 - a. Double space between sections
 - b. Indent paragraphs
 - c. Indent second line of citations in bibliography
 - d. Capitalize the word “Table” in the text of the paper
 - e. Spell out the word "Figure" (capitalize)
 - f. Citation (either number in superscript or Author's Name, year or if 3 or more Authors, then standard is: Smith, Brown, White et al, 2014)
- 7) Methodology
 - a. Univariate: Measures of Dispersion – Mean, Media, Mode (Confidence Intervals for Means)
 - b. Univariate: t-tests (Pick one)
 - i. Pooled
 - ii. Non-pooled
 - iii. Paired differences
 - c. Bivariate: Correlation Table
 - d. Bivariate: Chi-Square

- e. Bivariate/Multivariate: ANOVA (MANOVA)\
- f. Bivariate: Residual Analysis (Normality test and Normal Probability Plot)
- g. Bivariate: Scatter Plot
- h. Multivariate: Regression Analysis

8) Results

- a. Table Construction: Rows and columns (programming code not needed)
- b. If used method not required, define and explain relevance to analysis

9) Discussion/Conclusion

- a. Discuss findings vis-à-vis existing literature
- b. Research – replicates and/or extends
- c. Study conducted addresses a gap
- d. Limitations - what is lacking in the current study
- e. Broader impact - additional analyses to be explored
- f. Policy implications - how does the research from this paper translate into implementation for improvement on large scale (of services, unmet need, protective and preventive measures)

10) References

- a. No more than 50% citations older than 5 years
- b. Formatting – consistent structure, either American Psychological Association or American Medical Association
- c. Spell out names of Journals
- d. Underline or italicize journal name or book title

11) Follow Instructions

- a. Ensure all components are included in report as requested
- b. Meet the criteria as specified (format and content)

12) Overall goal:

- a. Step 1: Use quantitative methods to understand distributions, i.e. define variables and their shape (univariate)
"Letter of Intent"
- b. Step 2: Apply mathematical formulas to examine relationships (bivariate)
"Reports with graphical analysis intended for broad audience "
- c. Step 3: Use multiple models to test causal inferencing and directionality i.e. affect of x on y (multivariate)
"Rigorous papers for scientific community"
- d. Step 4: Consider results in the context of existing body of knowledge (narrative or text)
"Executive summaries and testimonies for policymakers and legislators"