

Video 7 - Formatting your literature review

Steve Simon

Learning objectives

- 1.To distinguish different types of quantitative non-experimental approaches
- 2.To discuss strengths and weaknesses of qualitative research

Here are the objectives for this week.

Required reading

1. School of Graduate Studies. UMKC Guide to Formatting Theses and Dissertations. October 2010. Available in [PDF format](#).

This is what you should have read already. If you haven't done the reading yet, pause this video and read this material. You'll get more out of the video if you do so.

The title page

[Specimen sheet 1a: TITLE PAGE / Page 24]

A SAMPLE TITLE PAGE ILLUSTRATING THE ACCEPTABLE
FORM FOR UNIVERSITY OF MISSOURI-KANSAS CITY
THESES AND DISSERTATIONS

A THESIS (or DISSERTATION) IN
History
and
Sociology

Presented to the Faculty of the University
of Missouri-Kansas City in partial fulfillment of
the requirements for the degree
MASTER OF ARTS

by
JANE MARY DOE
B.A., University of Missouri-Kansas City, 1988

Kansas City, Missouri
2010

Here is what your title page should look like. The fonts are small and hard to read, so I will zoom in on several sections.

The title page

[Specimen sheet 1a: TITLE PAGE / Page 24]

A SAMPLE TITLE PAGE ILLUSTRATING THE ACCEPTABLE
FORM FOR UNIVERSITY OF MISSOURI-KANSAS CITY
THESES AND DISSERTATIONS



A THESIS (or DISSERTATION) IN
History
and
Sociology

Don't type the line in brackets.

Notice the extra generous top margin here. Also your title is centered in all caps and double spaced.

Change "History and Sociology" to your degree area.

The title page

Presented to the Faculty of the University
of Missouri-Kansas City in partial fulfillment of
the requirements for the degree

MASTER OF ARTS

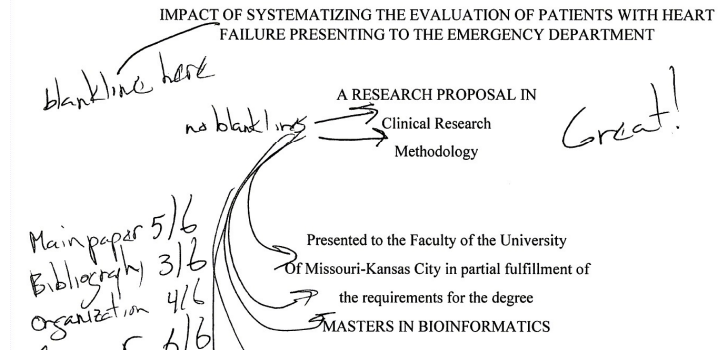
by
JANE MARY DOE

B.A., University of Missouri-Kansas City, 1988

Kansas City, Missouri
2010

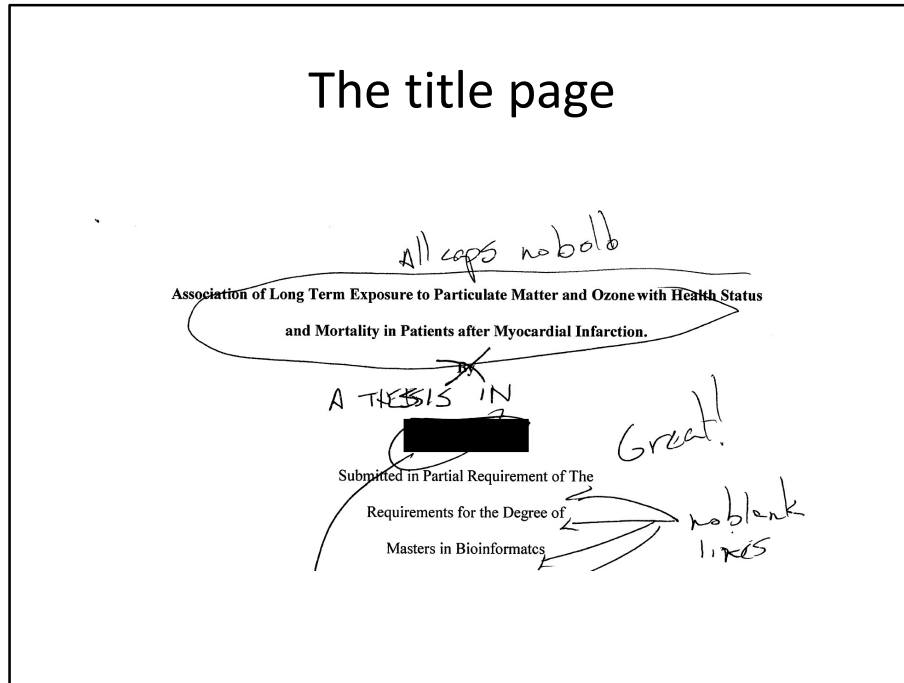
Note the single spacing of the “Presented to” paragraph. Your degree is probably a Master of Science. Your full name is in all caps. Put the year you expect to graduate at the bottom. You can’t tell from this snip, but there is a generous bottom margin as well.

The title page



This student single spaced where double spacing was needed and double spaced where single spacing was needed. Note that the "Great!" refers to the overall paper, and not the title page.

The title page



This is a more serious deviation from the standard. The title should be all caps and no bold. The students name (which I have blacked out) comes in way too early. This student also forgot the "A THESIS IN" section. Notice again the problem of using double spacing in the wrong section.

The title page

Running head: FASTING AS THERAPY FOR TYPE 2 DIABETES

1

All caps
Can Therapeutic Fasting Safely Benefit Type 2 Diabetes?

Put your degree here
University of Missouri Kansas City

A THESIS IN

Presented to ...

This student, whose name is blocked out made many mistakes. There is no running head in a thesis, no page numbers in the upper right corner. Page numbers go in the bottom center and do not start until after the first two pages. The title needed to be all caps and the students name comes after the "A THESIS IN" and "Presented to" sections.

The copyright page

[Specimen sheet 2: Copyright Notice Page / Page 25]

(Place copyright notice in the lowermost third of the page. The symbol "©" must be in lower case. The year of the copyright is the year in which the work is deposited with the US Copyright Office, unless the author places a published date/lineage.)

© 2010
JAMES JONATHAN DOE
ALL RIGHTS RESERVED

Put in a second page, to keep with the format. This is the copyright page. Put your name in, and you have the option of using an open source license if you like.

It may seem wasteful to add a page like this, but I want you to get comfortable with the general thesis format. Anyway, you are submitting a PDF rather than a paper copy, so no trees will be lost in the process.

The copyright page



Watch for little details. One student used bold which I commented on. I failed at the time to notice that everything on the copyright page is all uppercase. There's also no copyright symbol (C within a circle). This is a minor deviation and probably did not lead to loss of more than a single point.

But please try to get these details down now. I do look for strict consistency to the published guidelines.

The approval page

[Specimen sheet 4: Abstract / Page 28]

APPROVAL PAGE

The faculty listed below, appointed by the Dean of [insert the name of candidate's school or college here, see note below for special cases], have examined a [insert the word thesis or dissertation as appropriate here] titled "[insert exact title of thesis or dissertation here]," presented by [insert candidate's name here], candidate for the [insert degree title here] degree, and certify that in their opinion it is worthy of acceptance.

Example

The faculty listed below, appointed by the Dean of the College of Arts and Sciences have examined a thesis titled "Successful Predictors of Graduate School Completion," presented by John A. Student, candidate for the Master of Arts degree, and certify that in their opinion it is worthy of acceptance.

Supervisory Committee

John W. Johnson, Ph.D., Committee Chair
Department of History

David W. Davidson, Ph.D.
Department of English

Robert W. Robinson, Ph.D.
Department of History

Sue W. Simulations, Ph.D.
Department of Sociology

Thomas W. Thompson, Ph.D.
Department of Economics

v

Also put in an approval page. Just make up some names, put my name in, put in some "To be added later" text. It doesn't matter. Just make sure that you get the format right.

The abstract page

[Specimen sheet 3: Abstract / Page 20]

AN ABSTRACT IN A UNIVERSITY OF MISSOURI
KANSAS CITY THESIS OR DISSERTATION
INSTRUCTIONS FOR PREPARATION

Mary Anne Morris, Candidate for the Master of Arts Degree*
/*Use actual degree designation here; i.e., Doctor of Philosophy, Master of Science, etc./
University of Missouri-Kansas City, 2003

ABSTRACT

When preparing the abstract, follow carefully the directions in *University of Missouri-Kansas City Guide to Formatting Graduate Theses and Dissertations*. In addition, use the form illustrated in this sample. The type of information shown at the top of the page and at the end of the abstract is included in all abstracts. The spacing and capitalization must be observed.

Center horizontally the information at the top: (1) the title, (2) the author's name and the degree to be received, (3) University of Missouri-Kansas City, year, and (4)

ABSTRACT. Begin typing the title approximately 2" from the top of the page. The title, in all capitals, is set in two lines (or more) if it is longer than 48 spaces; use inverted pyramid style and double-space. Triple-space between the title and the author's name. Initial letters only are capitalized in typing the author's name and the degree. Double-space before adding the "University of Missouri-Kansas City." Triple-space before and after "ABSTRACT."

The abstract should summarize the problems dealt with by the research, the research methods employed, and the major findings. As a digest of the entire thesis or dissertation,

ii

Put in an abstract page, but list the abstract itself as "To be added later". I am more interested in seeing if you can follow the format. ABSTRACT is centered and in all caps for example. Some of my students last year put in an abstract and that's fine. I offered some comments and suggestions, but did not grade on the basis of what was in the abstract.

Of course, if you do include an abstract, do not talk about results. You don't have any results, and don't try to make them up.

Table of contents page

[Specimen sheet 5: Table of Contents / Page 20]

CONTENTS	
ABSTRACT	ii
LIST OF ILLUSTRATIONS	vi
LIST OF TABLES	vi
ACKNOWLEDGMENTS	x
Chapter	
1. INTRODUCTION	1
2. REVIEW OF LITERATURE	10
Historical Background	10
Early Citations	11
Mid-Period Findings	12
Recent Developments in the Primary Field Under Study	15
3. METHODOLOGY	30
Subjects	30
Procedures	45
4. RESULTS	55
5. DISCUSSION	65
Appendix	
A. LETTERS OF PERMISSION	80
B. SAMPLE QUESTIONNAIRE	85
ENDNOTES	90
REFERENCE LIST	95
VITA	100

vi

Put in a Table of Contents. I know you don't know the page numbers yet. You don't even know what the sections are yet. Just put in some reasonable guess. Notice the use of Roman numbers for the first few sections and regular numbers for the rest. I want you to get all these little details down accurately.

Table of contents page

TABLE OF CONTENTS

ABSTRACT.....	iii
LIST OF TABLES.....	vi
LIST OF ILLUSTRATIONS.....	vii
CHAPTER	
1. INTRODUCTION.....	1
2. LITERATURE REVIEW.....	2
3. METHODOLOGY.....	5
4. RESULTS.....	6

This one is not too bad. I missed a few details when I graded it thought. The words “TABLE OF CONTENTS” should just be “CONTENTS”. The “LIST OF TABLES” and “LIST OF ILLUSTRATIONS” should be on a single line and not broken across two lines. The word “CHAPTER” should not be all upper case. These are fairly minor deviations and if I would have noticed them I would not have taken off more than a single point.

Table of contents page

TABLE OF CONTENTS	
ABSTRACT.....	iii
1. INTRODUCTION.....	1
2. REVIEW OF LITERATURE.....	2
3. METHODOLOGY.....	7
4. RESULTS.....	8
5. DISCUSSION.....	9
6. REFERENCES.....	10

insert blank lines

This one made several mistakes, but the most glaring is forgetting to insert blank lines everywhere.

Section heads and subheads

- Main (chapter) heads
 - Centered
 - No bold
 - All uppercase
- First subheads
 - Centered
 - Bold or italic
 - Headline (title) case
- Second, third, etc. subheads
 - See guidelines

There are fairly strict rules for section heads and subheads. The main heads (the names of each chapter) have to be centered, no bold, and all uppercase.

If you have a subheading within a chapter, that is also centered, with a bold or italic font, and headline case.

Headline (title) case

- Initial capital for “important” words
 - Nouns, pronouns, verbs, adjectives, adverbs
- Lower case for short and “unimportant” words
 - Articles, prepositions, conjunctions
- Initial capital for very first word and very last word
 - Even “unimportant” words
- Longer “unimportant” words also use initial caps
 - Five letters or longer
- Some other details
- Minor contradictions from one source to another

Headline case is initial capital letters for all “important” words (nouns, pronouns, verbs, adjectives, adverbs). Do not capitalize most unimportant words: articles (a, an, the), prepositions (of, to, from), and conjunctions (and, but, or, if, who). Some exceptions are made for prepositions that are five letters or longer (among, between).

There are minor details involving words following marks of punctuation (colons and dashes).

Also there are contradictions from one source to another, but these are fairly minor.

Section heads and subheads

First level headers are centered boldface
or italic, headline style capitalization 2

REVIEW OF LITERATURE

BRAIN METASTASES

Here's an example of someone who did fine with the main heading, but not for the first level beneath the main head.

Section heads and subheads

Literature Review

Air Pollutants and Health Hazards

Exposure to air pollutants is an important risk factor for premature morbidity and mortality [1].

Fine particulate matter <2.5 μm in diameter ($\text{PM}_{2.5}$) and ozone are the most studied air pollutants

This person got the subhead correct, but not the main head. “Literature Review” should be all caps and centered. If you want to get really fussy, it should be preceded by a line with “CHAPTER 2” also centered and all caps.

Section heads and subheads

CHAPTER 2

REVIEW OF LITERATURE

Smoking among American Indians (AI)

AI have the highest smoking rates of any ethnic group in the US at 31.8% in 2016,
followed most closely by multiple race individuals (25.2%), African Americans (16.5%) and

21.9% of article
why the contradiction?

This is an example of how it should be done.

References

- Use any style, but be consistent!
- Common inconsistencies
 - Journal abbreviations
 - Use of “et al”
 - Placement of year
 - Unneeded elements

In your references, use any style you like, but follow that style consistently. Inconsistencies are very easy to notice.

References

- Works Cited
- Atkins, Robert, and Paul Zimmet. "Diabetic Kidney Disease: Act Now or Pay Later." *Med J Aust*, vol. 192, no.5, 2010, pp.272-274.
- Buffon, Marjorie et al. "rs1888747 Polymorphism in the *FRMD3* Gene, Gene And Protein Expression: Role In Diabetic Kidney Disease." *Diabetology and Metabolic Syndrome*, vol.8, 2016, pp.3
- McDonald, Stephen, and Graeme Russ. "Current Incidence, Treatment Patterns and Outcome of
- Handwritten notes:*
- Above "Med J": "space" with an arrow pointing to "Med" and "space" with an arrow pointing to "J".
- A circle around "Diabetology and Metabolic Syndrome" with a line pointing to it from the note "why did you abbreviate journal and not the other?".

Notice that the first reference has a journal with three abbreviations: Med for Medical, J for Journal, and Aust for Australia and leaves out the "of". The second journal spells Diabetic, Metaboloc, and Syndrome and includes the word "and".

I don't know what citation style this person was using, but clearly one of these two has to be incorrect.

References

Liakopoulos V, FranzÅcn S, Svensson AM, et al. Pros and cons of gastric bypass surgery in individuals with obesity and type 2 diabetes: nationwide, matched, observational cohort study. BMJ Open. 2019;9(1):e023882. Published 2019 Jan 15

Gustafsson U, Benthin L, Granström L, et al. Changes in gallbladder bile composition and crystal detection time in morbidly obese subjects after bariatric surgery. Hepatology 2005;41:1322 – 8

Livingston EH, Huerta S, Arthur D, et al. Male gender is a predictor of morbidity and age a predictor of mortality for patients undergoing gastric bypass surgery. Ann Surg 2002;236:576 – 82

R. This may have been in your PubMed search, but it does not belong in your bibliography.

This person cut-and-pasted from PubMed, but then accidentally left in some information that doesn't belong.

References

REFERENCE LIST

1. Jamal A, King BA, Neff LJ, Whitmill J, Babb SD, CM G. Current Cigarette Smoking Among Adults — United States, 2005–2015. In: Vol 65/ MMWR Morb Mortal Wkly Rep 2016;1205-1211. *italicize*
2. Carroll DM, Wagener TL, Thompson DM, et al. Electronic nicotine delivery system use behaviour and loss of autonomy among American Indians: results from an observational study. *BMJ open*. 2017;7(12):e018469.
3. Mirbolouk M, Charkhchi P, Kianoush S, et al. Prevalence and Distribution of E-Cigarette Use Among U.S. Adults: Behavioral Risk Factor Surveillance System, 2014. *Annals of Internal Medicine*. 2018;169(7):429-438.
4. Cobb N, Espey D, King J. Health Behaviors and Risk Factors Among American Indians and Alaska Natives, 2000-2010. *American Journal of Public Health*. 2014 104(Suppl 3):S481-S489. *Capitaliza*
5. Jamal A, Phillips, E, Gentzke, AS, Homa, DM, Babb SD, King BA, Neff, LJ. Current cigarette smoking among adults - United States, 2016. *MMWR*. 2018;67:53-59. *inconsistent*
6. Odani S, Armour, BS, Graubner, CM, Garrett, BE, Agaku, IT. Prevalence and disparities in tobacco product use among American Indians/Alaska Natives - United States, 2010-2015. *MMWR*. 2017;66(50):1374-1378.

This person had several references to the Morbidity and Mortality Weekly Report and in one location it is fully abbreviated (MMWR) and in another it is partially spelled out. Also notice that it is italicized in one spot but not the other.

References

6. REFERENCES

1. National Kidney Foundation: Clinical practice guidelines for chronic kidney disease: evaluation, classification and stratification. New York: National Kidney Foundation;

where is the year of publication?

There is no date here. The date in non-standard references (webpages, pamphlets, booklets) are often hard to find. Look in your guideline to see if you need an option like “no date” explicitly places on your reference.

References

3. Mustafic, H., et al., *Main air pollutants and myocardial infarction: a systematic review and meta-analysis*. *Jama*, 2012. **307**(7): p. 713-21. *I think this should be spelled out. But I'm not 100% sure. Check this.*
4. Wang, X., W. Kindzierski, and P. Kaul, *Air Pollution and Acute Myocardial Infarction Hospital Admission in Alberta, Canada: A Three-Step Procedure Case-Crossover Study*. *PLoS One*, 2015. **10**(7): p. e0132769.
5. Weichenthal, S., et al., *Ambient PM2.5 and risk of emergency room visits for myocardial*

Without seeing the actual style guide, I can only guess, but most guides do not use single letter abbreviations like JAMA and NEJM.

References

METHODOLOGY

RESULTS

DISCUSSION

REFERENCE LIST

Li C-J. Butyrate : Food Sources, Functions and Health Benefits. New York: Nova Science Publishers, Inc; 2014.

<http://proxy.library.umkc.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=e000xna&AN=776095&site=ehost-live&scope=site>

Hamer HM, Jonkers D, Venema K, Vanhoutvin S, Troost FJ, Brummer R-J. Review article: the role of butyrate on colonic function. *Alimentary Pharmacology & Therapeutics*. 2008;27(2):104-119.

<http://proxy.library.umkc.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=cmedm&AN=17973645&site=ehost-live&scope=site>

Links like these
almost never
belong in your
bibliography

Normally URLs are not included in a bibliography. Certainly not URLs that use a proxy server available only as a single site.

References

10. Surveillance, Epidemiology, and End Results (SEER). Program Cancer Statistics Review. 1975–2013. National Cancer Institute [Internet] Nov, 2015. SEER data submission. Available from: http://seer.cancer.gov/csr/1975_2013/ *Most bibliographic formats ask you to specify an access date. Ask yours.*
11. Crosson, J. C., Stroebel, C., Scott, J. G., Stello, B., & Crabtree, B. F. (2005). Implementing an electronic medical record in a family medicine practice: communication, decision making, and conflict. *Annals of family medicine*, 3(4), 307-11. *1. consistent*
12. Hoehner A, Ammenwerth E. Electronic health records. A systematic review on quality requirements. *Methods Inf Med*. 2010;49:320–336. doi: 10.3414/ME10-01-0038.
13. DeShazo JP, Hoffman MA. A comparison of a multistate inpatient EHR database to the HCUP Nationwide inpatient sample. *BMC Health Serv Res*. 2015;15:384. doi: 10.1186/s12913-015-1025-7.
14. Strack B, Deshazo J, Gennings C, Olmo Ortiz JL, Ventura S, Cios K, et al. Impact of HbA1c Measurement on Hospital Readmission Rates: Analysis of 70,000 Clinical Database Patient Records. *BioMed Res Int*. 2014. *no page numbers, no volume, no issue?*
15. Michalik DE, Taylor BW, Panepinto JA. Identification and validation of a sickle cell

There are several issues with this bibliography. Notice that a website is in the list. Websites are very tricky in a bibliography as important details like the author and date are often difficult to track down. Pretty much every style is different as well. The one thing, though, that many bibliographies ask for is an access date. This is an acknowledgement that websites are often dynamic and can change frequently.

Notice that most of the authors are last name followed by initials. But some styles put periods in and others don't. Either is fine, but don't mix them.

Finally, when you do get a journal article rather than a web page, you have to find the page numbers, the volume, and the issue. For a journal that is only published online, this can be tricky. What is the page number, for example, when an article appears only online. Even so, with a bit of effort, you can find these.

References

REFERENCE LIST

1. Roth GA, Johnson C, Abajobir A, Murray C, et al. Global, Regional, and National Burden of Cardiovascular Diseases for 10 Causes, 1990 to 2016. *J Am Coll Cardiol*. 2017;70:1-25.
2. Chen J, Normand SL, Wang Y, Drye EE, Schreiner GC and Krushholz HM. Recent declines in hospitalizations for acute myocardial infarction for Medicare fee-for-service beneficiaries: progress and continuing challenges. *Circulation*. 2010;121:1322-8.
3. Yeh RW, Sidney S, Chandra M, Sorel M, Selby JV and Go AS. Population trends in the incidence and outcomes of acute myocardial infarction. *The New England journal of medicine*. 2010;362:2155-65.
4. Hajjar I, Kotchen JM and Kotchen TA. Hypertension: trends in prevalence, incidence, and control. *Annual review of public health*. 2006;27:465-90.
5. Savarese G and Lund LH. Global Public Health Burden of Heart Failure. *Cardiac failure review*. 2017;3:7-11.
6. Lloyd-Jones D, Adams RJ, Brown TM, et al. Heart disease and stroke statistics—2010 update: a report from the American Heart Association. *Circulation*. 2010;121:e46-e215.
7. Benjamin EJ, Virani SS, Callaway CW, et al. Heart Disease and Stroke Statistics-2016

Handwritten notes:

- Next to item 1: *Bartholomew et al.*
- Next to item 3: *why is this one abbreviated and that one is not?*

This bibliography has two inconsistencies. One journal is spelled out and another is abbreviated. One author list has four authors followed by et al and another has three authors followed by et al.

Do I really need to be this detail oriented?

– Yes

In the examples I've shown, it must seem like I am the world's worst nit picker. That may be true, but you still have to master most of these details. Some are very important and some not at all, but you won't know which are which.

Close attention to details will impress everyone who reviews your work. It will help you get your scholarship taken more seriously. It is well worth the effort.

But why, do you ask, can't I just be marching to a different drummer. In some settings that is fine. On my website, I can choose whatever style I want. I am the judge and the jury.

That's also true in my classroom, though I really should be more respectful of standards here, as I am setting a bad example at times. My only defense is that my lectures are an evolving standard.

But you are not the judge and jury in a thesis. This also carries over to pretty much any research publication that you send your thesis work to.