WRITING WORKSHOP
Hallmarks of Scholarly Writing

- Clear, concise—requires precision in language
- Substantiates claims with evidence—not merely opinions
- Uses an orderly presentation of ideas
- Avoids biased language and adopts a professional tone
Individual Differences in Writing Style: A Case Study

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Formatting

Set page margins to 1” all around

**Text:** 12 point serif
Times New Roman or Courier New

**Tables & Charts:** 12 point sans-serif
Arial

(Examples: Serif /Sans serif)
Formatting: Paragraphs

- Do not place extra spaces between paragraphs.
- Indent paragraphs using the “tab” key (5-7 spaces) or the indentation feature. Usually the default works best.
Frequent Student Errors in Formatting

- Numbers 1-9 spell out (APA page 111)

- Line spacing
  - Check that your Word settings don’t include extra spacing between paragraphs.
  - In Word, go to Format/Paragraph/Spacing; make sure settings are 0 pts. before and 0 pts. after.

- Fonts
  - Make sure that the font used for the text matches the font for page numbers, titles, etc.
  - Be consistent!
Active voice

**NO:** The surveys were completed by the students.

**YES:** The students completed the surveys.

**NO:** An urgent message came from her husband.

**YES:** Her husband sent an urgent message.

**NO:** The answer was given by Emily.

**YES:** Emily gave the answer.
Avoiding the “editorial we”

“For clarity, restrict your use of we to refer only to yourself and your coauthors...broader use of we may leave your readers wondering to whom you are referring; instead, substitute an appropriate noun or clarify your usage” (APA Manual, 2010, p. 69).

NO: We often become so busy that we get distracted.
YES: People often become so busy that they get distracted.

NO: We need to give our students autonomy.
YES: Teachers need to give their students autonomy.
Incorrect matching of pronouns to their antecedents

Each pronoun should match its antecedent in number!

Examples:

NO: A professor is expected to have knowledge of their field.
YES: Professors are expected to have knowledge of their field.

NO: A well-written paper demonstrates a student’s dedication for their work.
YES: A well-written paper demonstrates dedication for one’s work.
Additional Error: Neglecting Economy of Expression

Lack of conciseness

- In order to (*eliminate this*)
- Taken into consideration vs. considered

Redundancy of terms

- *in close proximity*
- *absolutely essential*
- *a total of 72 participants*
Improper Word Usage

Anthropomorphism

**NO:** The *doctoral program decided* to increase enrollment.

**YES:** The doctoral program faculty decided to increase enrollment.

“Says” when reporting the work of authors

- As a reminder, books and articles do not “speak.” Rather the author *reports, notes, concludes, informs,* etc.

**NO:** Smith (2002) *says* that doctoral programs are becoming more selective.

**YES:** Smith (2002) reports that doctoral programs...
NO: Palmer (1993) elaborated on his views regarding the importance of community within a classroom. This is helpful for all teachers.

YES: Palmer (1993) elaborated on his views regarding the importance of community within a classroom. This concept is helpful for all teachers.
Complexity of sentences

Sometimes students confuse complex sentences with profound thought. There is a difference! One student had 12 prepositions in a 10-line sentence!

When in doubt, separate thoughts into manageable sentences. Complexity is best expressed in simplicity.

Make sure compound sentences have two subjects and two verbs!
Plagiarism
What is it and how can one recognize it?

“Researchers do not claim the words and ideas of others as their own; they give credit where credit is due” (APA Ethics Code Standard 8.11).

Use of the **exact words** of another requires quotation marks and a citation.

**Paraphrasing** the ideas of another author requires that you credit the source.

Typically, there is at least one citation in every paragraph.
Parenthetical Citations

Use parenthetical citations in the body of your paper when ...

- Quoting someone (using quotation marks)
- Summarizing ideas or facts from source material
- Paraphrasing another person’s work
Parenthetical Citations

- Give only information needed to identify the source in your reference page
- Do not use author’s first name
- Do not repeat information

NO: Smith and Jones note that positive psychology is a growing field (Smith & Jones, 2002).
YES: Smith and Jones (2002) note that positive psychology is a growing field.
YES: Positive psychology is a growing field (Smith & Jones, 2002).
Smith (1996) found that traumatic response frequently entails multiple consequences.

A traumatic response frequently entails multiple consequences (Smith, 1996).
Multiple Authors (APA page 174)

- 1 or 2 authors = always cite both
  (Armstrong & Milam, 2011)
- 3-5 authors = list all authors the first time
  (Jones, Roberts, & Smith, 2010)
  (Jones et al., 2010)
- 6 or more authors = first author et al. always
  (Baker et al., 2007)

Reference Lists instructions see APA page 198
Parenthetical Citations including multiple sources

- If a single parenthetical citation includes a reference to several sources, alphabetize authors’ names within the citation to determine the order in which they are listed and separate each source using a semicolon.

Example:

Many authors (Andersen, 2003; Clark & Wagner, 2004; Evans, 2007; Wright, Reynolds, & Smith, 2005) describe this process.
Smith (1996) notes that a traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (p. 11).

A traumatic response frequently entails a “delayed, uncontrolled repetitive appearance of hallucinations and other intrusive phenomena” (Smith, 1996, p. 11).
Parenthetical Citation

Long Quotes

- Long quotes are **40 words** or more
- Indent all lines of a long quotes five spaces
- No quotation marks (""") used
- Punctuate after the last sentence – this is different than a *short quote* in which punctuation is placed after the parenthetical citation.
Parenthetical Citation Examples
Long Quotes (p.171)

Blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah,
blah, blah, blah.

Blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh,
blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh,
blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh, blehh,
blehh, blehh, blehh, blehh.

(Smith, 1998, p. 17)

Blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah,
blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah,
Other tricky sources

- **Personal Communications (p. 179)**
  When referencing an interview or conversation with someone: (C. Armstrong, personal communication, August 24, 2012)

- **Secondary Sources (p. 178)**
  Only use a secondary source when you do not have access to the original source:
  (as cited in Nicholson, 2003)
The Reference Page (p. 193)

- Lists each source from the body of your paper
- Allows the reader to find your sources
- Every source cited in the body **must also** appear on the reference page, and vice versa.
The Reference Page

- Authors are listed alphabetically by last name
- Double-spaced
- Indented on all lines after the first-- Use the *Hanging Indent* feature in MS Word to format your references

References


Websites

- APA manual does not give much detail about how to deal with online sources.
- Refer to *Purdue’s online writing lab websites at* [http://owl.english.purdue.edu](http://owl.english.purdue.edu)
  “Nonperiodical Web Document, Web Page, or Report”
- For direct quotes, use paragraph number rather than page number (para. 1). (p. 172 in APA manual)
Evidence Rating Scale

Need more help?

- APA website: www.apastyle.org
- Google (search for writing center APA style)
- *Publication Manual of the American Psychological Association (6th Ed.)*
- Purdue’s online writing lab websites at [http://owl.english.purdue.edu](http://owl.english.purdue.edu)