

HUMAN ECOLOGY
REPORT PREPARATION GUIDE



SCHOOL OF HUMAN ECOLOGY
LOUISIANA TECH UNIVERSITY

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INTRODUCTION

The School of Human Ecology Report Preparation Guide is designed to help students prepare term papers, abstracts, research proposals and theses for Human Ecology course/degree requirements. The School of Human Ecology has adopted the American Psychological Association (APA) style, with minor exceptions, for writing papers, proposals, theses, and one-quarter supervised research projects. The Report Preparation guide is designed as a supplement to the *Publication Manual of the American Psychological Association*.

Purpose

The purposes of the Report Preparation Guide are to: (a) help students interpret and apply APA guidelines in preparing papers; and (b) identify when School/University guidelines deviate from APA. All students should have access to the latest edition of the APA manual. In addition, graduate students preparing theses are referred to "Guidelines For the Preparation and Submission of Your Thesis or Dissertation", published by the Louisiana Tech University Graduate School for additional information about thesis requirements. The guidelines can be obtained from the Louisiana Tech University Graduate School web page at www.latech.edu/graduateschool/.

The APA guidelines were developed for short-lived documents, with high priority given to ease of preparing published forms of the documents. Some Human Ecology papers such as theses are not short-lived documents, and therefore the format may vary from APA. This Report Preparation Guide will outline where differences occur. Except where specified, students are to

follow APA guidelines and refer to the APA Publication manual for any needed clarification. Students also are referred to sections in the APA Publication Manual for assistance in grammar and technical writing. Students in the School of Human Ecology are expected to prepare professional quality papers that are attractive and easy to understand. Students should consider having major reports reviewed by a technical editor prior to submitting them to faculty.

This Report Preparation Guide includes two major sections. The first section is the text. In this section, guidelines are outlined. The second section is the appendices. This section includes examples of the various pages found in proposals, term papers and theses. The appendix purposely does not include complete examples of any one proposal. The pages provided are to be used as examples of format only.

The School of Human Ecology Report Preparation Guide is periodically revised by faculty in the School. Suggestions about improvements are welcome and should be provided to faculty.

Proposal

All Human Ecology graduate students must write a proposal as part of HEC 504 course requirements. In addition, students choosing the thesis option will prepare a proposal prior to beginning their research project. The proposal serves as a contract between the student and the university specifying research or other project requirements for graduation. The one-quarter supervised research project does not require a formal proposal. Students choosing the non-thesis option are required to complete a contract instead. An example of the non-thesis contract form is provided in Appendix A, and various pages from the thesis proposal are provided in Appendix B.

Sections of a Proposal

Essential sections of a research proposal include title page, table of contents,

introduction, review of literature, method, appendices, and references. These sections may be modified to best present information to clearly define the proposal.

Title Page. The title page should follow the format illustrated in the appendix. The title should clearly convey the content of the proposed project. It should be complete and concise, with unnecessary words and phrases eliminated. The title should be capitalized and printed in an inverted pyramid format beginning on line 7 (Appendix B-1).

Table of Contents. The table of contents lists the topics and subdivisions in the proposal. Material in the appendix is identified. An example of a proposal table of contents is provided in Appendix B-2. The words, TABLE OF CONTENTS, are centered with a two inch top margin. Page numbers should be aligned. The dot leader tab function in Microsoft Word may help with this process.

Introduction. The introduction describes what is to be done and why it is important. The introduction should be divided into appropriate subdivisions. Typical subdivisions may include:

1. Problem Statement – The problem that is to be studied should be described in a concise manner.
2. Purpose - The purpose should state the reason for doing the project. It should include the specific data that will be collected and how they will be used or describe the product that will be produced.
3. Hypotheses – The hypotheses to be tested should be listed. Beginning researchers are strongly encouraged to develop research projects that involve hypothesis testing as it simplifies analysis and presentation of findings. However, if hypothesis testing will not occur, the research questions or purpose for the project should be clearly defined.

4. Justification – A justification for studying the problem is to be presented. The justification should have references from the literature to explain its importance. Personal experience (written in the third person) may also be used for justification.

Review of Literature. The review of literature should summarize other published research studies related to the proposed research topic. Each research report should be cited in the text and included in the reference section.

Method. The method (or procedures) is the key to the proposal and is written in future tense. The activities should be defined such that another individual could implement the study. The section should contain appropriate subdivisions to assist in defining the methods. Typical subdivisions are listed, but these may vary according to the project.

1. Subjects – This section should describe the subjects, including the population, sampling methodology, and size of sample. If humans are involved, the Human Subjects Review process also should be described.

2. Instruments – Clearly describe the tools or instruments to be used in the project. If physical measurements are taken, describe the equipment and its usage. If paper instruments, such as questionnaires, are used include a copy in the appendix. If the project involves the development of an instrument, describe the criteria and process. If a previously designed paper instrument is to be used, explain where the instrument was obtained, how it was used in the past, and include a reference citation in the text and in the reference list.

3. Data Collection - Clearly describe how, when, and where data will be collected. This could include using questionnaires, making observations, doing

interviews, and making physical measurements.

4. Data Analysis – How will the data be analyzed? The analysis should be defined to test the hypotheses or answer the research questions presented in the introduction. For a thesis, data analysis should indicate the statistical procedures that have been defined by consulting with the thesis committee and/or a statistician. A research matrix which lists each hypothesis, the variables to be used to test each hypothesis and the statistical procedures should be included as an appendix.

5. Plans for Sharing Results – A major goal of student and faculty researchers is to share their results with professional audiences. Identify where and how you plan to share your results (i.e., the journal to which you plan to submit; conference proceedings, etc.).

Appendices. The appendices contain supporting information. A part of the planning process is to “think through” the information that will be included in the results section of the thesis. This means that a tentative plan has been developed for presenting information. Therefore “dummy” tables, “dummy” figures, and a trial table of contents for the thesis are to be developed. Required appendices for the proposal include copy or description of instrument(s), “dummy tables”, “dummy figures”, trial table of contents for the thesis, time line, and budget. If applicable, a description of apparatus, transcripts of directions to subjects, cover letter, and information required by the University Human Subjects Review Committee should be included:

1. Human Subjects Review. Any project involving human subjects must be approved by the university Human Subjects Review Committee. Draft or final copies of the abstract for the human use committee and the informed consent form

should be included. Templates for requesting approval from the Louisiana Tech Human Subjects Review Committee are provided in Appendix E. Forms and additional requirements for human subjects are available from the University Research website at

http://research.latech.edu/files/documents/human_subject_approval_packet.doc.

2. Instruments. If an instrument such as a questionnaire or data collection form that has already been developed is to be used, include a copy along with a complete reference citation. If the instrument is to be developed, list criteria and give sample items.
3. Research Matrix. A research matrix should be included in a tabular format. The matrix should include the purpose of the research project and the hypotheses to be tested. Both the independent and dependent variables for each hypothesis should be identified as well as the type of data. The statistical procedure should be indicated for each hypothesis.
4. Tables. One or two “dummy” tables are to be developed. These would include titles and headings in the format that could be included in the thesis. Everything should be present except the actual data. The format for tables is discussed later in this guide and examples are provided in Appendix C.
5. Figures. One or two “dummy” figures are to be included. These are to include titles and legends, everything except the actual data. The figures are to be for different information than the tables. The format for figures is discussed later in this guide and an example is provided in Appendix D.
6. Trial Table of Contents. A trial table of contents for the thesis is to be

included. This should include the five major sections of a thesis with subdivisions that serve as an outline for the thesis. The trial table of contents would also include appendices and references.

7. Time Line. A time line is to be developed for the total project. This would indicate times (actual date or months into the project) for bench marks such as literature review completed, proposal approved, data collected, results and discussion written, first draft to advisor, final copies to committee, etc. In planning the time line, students should keep in mind that faculty are to have one week to review any submission. Students also should build in time for revisions.

8. Budget. The budget should list items to be used in the project with the approximate cost. Services such as typing and binding should be included.

References. Complete reference information for the sources cited in the proposal text is included in the reference section. References should be in APA format with hanging indentions but single-spaced. Examples of references in APA format are included in this guide.

Research Report – Thesis

The School of Human Ecology has adopted the “manuscript” or “publication format” for all theses (Appendix F). The “manuscript format” includes a completed manuscript that has been or will be submitted for publication. The actual manuscript will be written in APA style in accordance with Graduate School Guidelines.

The thesis will have the student as the single author. The manuscript is expected to have multiple authors but the student must be senior author.

The pages of the thesis will be numbered consecutively beginning with the first page of the Introduction as 1 and continuing through the appendices and references. The manuscript will

have its own list of reference in APA format. Thus, the manuscript will need to be renumbered and references will need to be reformatted before submission for publication.

The major sections of a traditional research report are introduction, review of literature, methods, results, discussion, conclusion, and references. In the “manuscript format”, a manuscript is substituted for the results, discussion and conclusions section. A general discussion section includes results that were not fully discussed in the manuscript as well as conclusions concerning each hypothesis. In addition, a thesis has a title page, abstract, table of contents, list of references, and, if appropriate, acknowledgements, list of tables, list of figures, and appendices.

Preliminary Sections of Thesis

Some preliminary sections of a thesis are official pages required by the Louisiana Tech Graduate School and are used by the library to organize theses. Use Roman numerals beginning with “i”. Place the numeral at the center bottom on the first page of each section and at the top right for subsequent pages in each section. Suppress numeral on the Title Page, Signature Page, and Approval Page. These three pages are counted in the page numbering, but the page numbers are not inserted visually on the pages. Number preliminary pages sequentially. The order of the preliminary sections is as follows:

1. Title Page (not physically numbered, but counted as “i”)
2. Signature Page (not physically numbered, but counted as “ii”)
3. Abstract (page iii)
4. Approval for Scholarly Dissemination (not physically numbered but counted in page numbering)
5. Table of Contents
6. List of Tables
7. List of Figures
8. Acknowledgments (if included, follows sequence of page numbering)

Major Sections of Thesis

Use Arabic page numbers beginning with “1” for the major sections. Place number at the center bottom on the first page of each chapter or section and at the top right for subsequent pages of each section. Number pages of major sections sequentially.

The major sections of a thesis are as follows:

INTRODUCTION
REVIEW OF LITERATURE
METHODS
MANUSCRIPT
GENERAL DISCUSSION
APPENDICES
REFERENCES

Description of Thesis Components

General information about various sections of the thesis report is provided below. Sub-headings within each section will vary in order to accurately describe the project. In addition, samples of various pages are provided in Appendix F.

Abstract. The abstract is a major heading and must begin on a new page with the heading centered in all caps. An abstract is a summary of the report. An abstract should be dense with information, well organized, and brief. In 250 words or less, the research objectives, methods, results, and conclusions are summarized.

Table of Contents. The Table of Contents must begin on a new page with the major heading centered in all caps two inches from the top of the page. The table of contents lists the main sections as well as the subdivisions of the introduction, review of literature, methods, manuscript, and general discussion. The table of contents also lists the material included in the appendices.

Introduction. The introduction for the thesis is essentially the same as the introduction for the proposal. The introduction defines the research project and presents the rationale for the study. It briefly defines the project and discusses the rationale and justification for the project. This would include a brief review of related literature showing the relationship between previously published work and the current project. Other information such as personal experience or personal communications could provide additional background for the project. The final section of the introduction should list the purpose and hypotheses or research questions.

Review of Literature. The review of literature is an integrated composition describing published information related to the content and methodology of the study. Published papers frequently limit the review of literature to a brief section incorporated into the introduction because the target audience is knowledgeable professionals in the field and papers are kept short to minimize publishing costs. On the other hand, students frequently are developing their knowledge base of a subject and an extensive literature review helps achieve this purpose. The review of literature should supplement, but not repeat information found in the introduction. The review of literature is usually an expansion of the justification found in the proposal.

Method. The method section explains step by step how the study was done and is written in past tense. This enables the reader to evaluate the appropriateness of the methods and the reliability and validity of the results. The reader should be able to replicate the study using only the information provided in this section of the paper. The method section of the paper may be divided into subsections, such as subjects, instruments, procedures, and statistical analysis.

Manuscript. The manuscript is preceded by a page that gives the title and journal to which it is submitted, and date of publication (Appendix F). The manuscript will contain its own

introduction, method, results, discussion, and references. Thus, some duplication from previous thesis sections will occur. The results of the project are reported in the manuscript. The results section summarizes the data collected and the results of the statistical analysis. Usually summary information is presented first followed by results of hypothesis testing. When reporting data, include descriptive statistics (e.g., means or medians) and a measure of variability (e.g., ranges, standard deviations, variances or mean square errors). When reporting inferential statistics (e.g., t-test, ANOVA, Chi-square), include the probability level. The results must be reported in adequate detail to justify the conclusions. The actual writing of the results text may be facilitated by preparing tables (Appendix C) and figures (Appendix D) first. The text should complement the tables and figures, emphasizing the main results.

The discussion within the manuscript should evaluate and interpret the results. The discussion should focus on how the study has helped resolve the original problem and the conclusions that can be drawn. The information should be clear, unambiguous and direct. Similarities and differences between the current study and earlier works should be addressed. Each new statement should contribute to the reader's understanding of the problem.

General Discussion. The general discussion is supplemental and complementary to the manuscript. Manuscripts are very focused with selective information included and limited discussion. The general discussion provides for information and discussion that would be helpful but was not included in the manuscript. The general discussion should address each hypothesis or research question and report conclusions. Limitations of the study should be included. It may also contain an overview of the total project with suggestions for further study.

Appendices. All appendices must have a title page. The title page of each appendix must have the page number centered one inch from the bottom of the page. All other pages of the

appendix must be numbered at the top right corner. The title page must have the word “APPENDIX” typed in all caps with a title in all caps two spaces below. If there is only one appendix, type the word “APPENDIX” with an informative title two inches from the top of the page. If there is more than one appendix, label the first title page as “APPENDIX A,” the second “APPENDIX B,” and so on.

References. The reference list includes all references cited in the thesis, including references cited in the manuscript. The manuscript will have a separate reference list, but it will be abbreviated because of limited literature review in most published articles. The review of literature for a thesis is expected to be extensive because the student is developing the expertise necessary to work in the specific content area. All references cited within any section of the thesis are to be included. Single spacing must be used internally for bibliographic entries and double spacing must be used between bibliographic entries.

Literature Review for Non-thesis Option or Term Paper

The non-thesis option paper does not include collection of data and therefore would not have the same sections as the thesis. Students typically prepare only a review of literature for the non-thesis option. The student needs to determine the appropriate sections for the review of literature. Usually these would include a title page, table of contents, an introduction, body with several subdivisions, a summary, and a list of references (Appendix G). Term papers that do not require a title page or table of contents should begin with the title of the paper in capital letters then continue with the introduction (Appendix H).

Annotated Bibliographies and Abstracts

Annotated bibliographies are double spaced and written in paragraph style and should

summarize the article (Appendix I). A complete citation, in APA style, for the source of the article should be included. The first and second paragraph should describe what the article is about. The final paragraph should include your personal reaction to the article. A structured abstract provides a focused overview of a research report by organizing information with descriptive headings (Appendix J). Structured abstracts are single spaced and should not exceed 250 words, excluding the personal critique.

Another type of abstract is the “Evidence Abstract and Quality Rating” worksheet used by the American Dietetic Association to evaluate research reports (Appendix K). The purpose of the worksheet is to provide an organized way to abstract key information from the research report and identify study details that allow determination of study quality. The abstract worksheet summarizes major findings including the magnitude of the effect and the statistical significance and/or confidence interval. The author’s conclusions are included as well as reviewer’s comments about the study quality and applicability to the profession.

FORMAT

This section provides additional information about headings, references, tables, figures and paper presentation. Students should refer to the APA publication manual for additional assistance.

Headings

Headings indicate the organization of a paper and establish the importance of each topic. All topics of equal importance have the same level of heading throughout a paper. The order of headings used in the School of Human Ecology varies from APA format to meet Louisiana Tech Graduate School guidelines. The order of headings used in the School of Human Ecology is as follows:

CENTERED UPPERCASE HEADING
(triple-spaced)

Centered, Underlined, Uppercase and Lowercase

Flush-Left, Underlined, Uppercase and Lowercase Heading

Indented, Underlined, Upper and Lowercase Paragraph Heading Ending with a Period.

Headings for Thesis

Four levels of headings are used in a thesis. The first level is centered and all uppercase. This level is used for the major sections: INTRODUCTION, REVIEW OF LITERATURE, METHODS, MANUSCRIPT, GENERAL DISCUSSION, and REFERENCES. Each of these sections starts on a new page, and the heading is all in caps, 12 point font, and is placed 2 inches

from the top of the page (Appendix F). Triple space between major section headings and text. The page number is placed at the bottom and centered.

The second level is centered, underlined, upper and lower case; level three is flush left and underlined, while level four is indented and underlined. Double space between second (Centered-Underlined) and third level (Flush-Left) headings and text. Text begins after the period for Indented-Underlined headings. There should be three lines between the end of text and the next centered heading for level two. Double space before levels three and four headings (Indented-Underlined).

Headings for Term Papers

Three levels of headings are defined for term papers prepared in the School of Human Ecology (Appendix G). This number of headings will be adequate for most papers written for Human Ecology classes. Level 1 is centered, underlined, uppercase and lowercase. Level 2 is flush left, underlined, uppercase and lowercase side heading. Level 3 is indented, underlined, upper and lowercase paragraph heading ending with a period. Spacing before and after headings should be as described above, triple space before centered heading and double space for all of the others.

References

References are reports of others and are a major part of most papers written by college students. Two aspects of reference usage are the list of references and the citation in the text.

Reference List

All references cited in the text and **only those cited in the text** are included in the reference list. The reference provides all information needed to locate a source in a library or web search.

General Rules. The reference list must be complete and accurate. Take good notes of the sources of each study when reviewing related literature. Carefully check your reference list against the original publications, especially reviewing for correct spelling of names and foreign words, correct journal titles, years, volume numbers and pages. The following rules apply:

1. The reference list is single spaced within the reference, double-spaced between references, with a five space hanging indent for each reference. Single spacing within the reference is a modification of the APA format, but follows the Louisiana Tech Graduate School guidelines.
2. Only the first letter of the first word of the title or after a colon or period should be capitalized.
3. Publisher locations should be listed with the city and state, unless the city is well known. If the information was published in a country other than the United States, the country also should be listed.
4. Some volume numbers are given in Roman numerals. However, Human Ecology will follow APA format which uses Arabic numerals for volume numbers. If a Roman numeral is in the title, the numeral should remain Roman.

Order of Reference List. The reference list is arranged in alphabetical order by the surname of the first author. Examples for single and multiple authors include:

One-author entries by the same author are arranged by the publication date.

Lag, P. G. (1994).

Lag, P. G. (1996).

References with same author(s) in the same year are alphabetized and marked with lowercase letters--a, b, c--immediately after the date by order of use in the text:

Cobb, R. A. (1990a). Circulating systems...

Cobb, R. A. (1990b). Delay valves...

One-author entries precede multiple author entries with same surname:

Jones, K. L. (1996).

Jones, K. L., & Renaldo, K. R. (1990).

Citations with the same first author but different second or third authors are arranged alphabetically by the surname of the second author:

Kayle, R. M., James, K., & Coran, R. D. (1992).

Kayle, R. M., & Wales, T. D. (1990).

Citations with groups or organizations as authors are categorized by the first significant word of the name:

American Dietetic Association. (1990).

If the work is signed “Anonymous,” the entry is arranged by Anonymous:

Anonymous. (1998).

If there is no author, and the article is not signed “Anonymous,” the title is placed where the author’s name typically belongs. The citation is then alphabetized according to the first significant word in the title:

Recommendations for a healthy divorce. (1997).

Examples of References. Periodicals, journals and books are the most common kinds of references, but electronic media and other categories of references also may be used. The School of Human Ecology format follows the elements of APA style, but references are single spaced to meet Louisiana Tech Graduate School guidelines. Examples of references include:

Periodical or Journal:

Coats, K. G., Morgan, S. L., Barolucci, A. A., & Weinsier, R. L. (1993). Hospital associated malnutrition: A reevaluation 12 years later. *Journal of the American Dietetic Association*, 93, 27-33.

Part of Non-periodical (e.g., book chapter):

Lang, C. E., & Cashman, M. D. (1989). Nutritional status. In A. Skipper, & B. Hopper (Eds.), *Dietitian's handbook of enteral and parental nutrition* (pp. 2-18). Rockville, MD: Aspen.

Edited book:

Gyen, R. T., & Lone, M. M. (Eds.). (1992). *The meanings of dreams*. San Francisco: Wiley and Sons.

Encyclopedia or dictionary:

Sadie, S. (Ed.). *The new grove dictionary of music and musicians* (6th ed., Vols. (1-20). London: Macmillan.

Book, no author or editor:

Merriam-Webster's collegiate dictionary (10th ed.). (1999). Springfield, MA: Merriam-Webster.

Daily newspaper article, discontinuous pages:

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

Reference report available from government printing office:

National Institute of Health. (1990). *Clinical training in mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

Report from an organization:

Institute for Costume Research. (1999, March). *Sources for costume periods* (Issue Brief No. 00). Washington, DC: Author.

Unpublished paper presented at a meeting:

Garner, B. A., & Camp, A. B. (2001, January). *Early data on the trauma of child*

abuse. Paper presented at the meeting of the Louisiana Society of Day Care Centers, Dallas, TX.

Television broadcast:

Crystal, L. (Executive Producer). (1993, October 11). *The MacNeil/Lehrer News Hour*. New York and Washington, D.C: Public Broadcasting Service.

Journal accessed on-line with print versions:

VandenBos, G., Knapp, S., & Doe, J. (2003). Role of references elements in the election of education resources. *Journal of Psychology*, 5, 117-123.

On-line journal:

Jacobson, J. W., Mulick, J. A., & Schwartz, A. A. (1999). A history of communication. *American Psychologist*, 30, 750-765. Retrieved January 22, 1996, from <http://www.apa/journals/jacobson.html>

On-line abstract:

Meyer, A. S., & Bock, K. (1992). The tip-of-the-tongue-phenomenon: Blocking or partial activation? [Abstract]. *Memory and Cognition*, 20, 715-716. Retrieved March 22, 1995, from <http://www.etext.org.amp>

On-line organization web-site:

American Heart Association. (2005). Cholesterol in children. Retrieved May 23, 2005, from www.americanheart.org/presenter.jhtml?identifier=211

On-line newspaper article:

Rayer, A. (1997, August 5) Qualities of an animal scientist. *New York Times Online*. Retrieved August 6, 1997, from <http://www.apa.org/monitor/peacea.html>

On-line bulletins and government documents:

Edelson, S. B. (1995). Autism: An environmental maladaptation. Environment and Preventive Health Center of America. Retrieved March 10, 1998, from <http://www.wnvprevhealthctratl.com/env-mal.htm>

U.S. Senate. (1997, January 21). Superfund cleanup acceleration act of 1997. Senate Bill 8. Retrieved March 9, 1998, from <http://Thomas.loc.gov/cgi-bin/query/2?C105:S.8>

Newsgroups:

Anders, J. (1997, February 21). Global warming/climate change: A new approach. Institute of Marine Research. Retrieved March 11, 1997, from cgi-bin/news?msg@44430/sci.environment/330DE368.4CC8@imr.no

CD-ROM:

Material cited from a CD-ROM requires different forms. If you are citing from an abstract on CD-ROM, use this form:

Figueredo, A. J., & McCloskey, L. A. (1993). Sex, money, and paternity: The evolutionary psychology of domestic violence [CD-ROM]. *Ethnology and Sociobiology*, 14, 353-79. Abstract from Silverplatter File: Psych: LIT item: 81-3654.

A full-text article found on CD-ROM:

Wessel, D. (1995, February 2). Fed lifts rates half point, setting four-year high [CD-ROM]. *Wall Street Journal*, p. A2+. Article from UMI-ProQuest file: *Wall Street Journal Ondisc*. Item 34561.

Citations in Text

All direct quotations and references in the text must have the source cited. This enables the reader to locate the source of information in the alphabetical reference list. The format for citations follows APA style. APA style uses the author-date method of citation.

Examples include:

One work by one author:

Jenkins (1994) compared...

In a recent study comparing two nutrition support teams (Jenkins, 1994) compared...

In 1994, Jenkins compared...

One work by two authors:

Cite both names every time the reference appears in text. Use the “&” within

parentheses and the word “and” outside the parentheses when used as part of the text.

Researchers compared...(Jones & Smith, 1994).

Jones and Smith (1994) compared....

One work by three, four or five authors:

Cite only the surname of all authors the first time and then cite the first author followed by “et al.” and the year for any subsequent citing.

Researchers found that... (Jones, Smith, White, Black, & Peck, 1994) – first citation

The researchers also found... (Jones et al., 1994) – subsequent citation

One work by six or more authors:

Cite only the surname of the first author followed by “et al.” and the year for first and subsequent citations.

Jones et al. (1999) found....

Researchers found...(Jones et al., 1999).

Group Authors:

If readily identifiable by abbreviation:

(National Institutes of Health [NIH], 2007) – first citation

(NIH, 1991) – subsequent citations

Cite group authors in full if not universally recognized:

(Louisiana Tech University, 2007) – for all citations

Works with no author:

Cite the first few words of the reference list entry (usually the title) and the year.

Include double quotation marks around the title of an article or chapter, and italicize the title

of a periodical, book, brochure or report.

On health care cost (“Study Finds”, 1982)

The book *Nutrition in Critical Care* (1994)

When a work is designated as “Anonymous” cite in text as (Anonymous, 2000)

Two or more references within the same parenthesis:

Alphabetize the list by the first author’s name and separate with a semicolon when there are two or more references within the same parenthesis.

(Jones, 1999; Khan, 1998; Pope & Garner, 2000; Roberts et al., 1998)

Personal communications:

Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only.

B. C. Jones (personal communication, April 17, 2000)

Citing a web site:

To cite an entire web site, but not a specific document on the site, it is sufficient to give the address of the site in the text.

The American Dietetic Association has a wonderful web site for professionals (<http://www.eatright.org>).

To cite a specific document on a website.

The American Dietetic Association. (2007). Research on diabetes. Retrieved May 30, 2007 from <http://www.eatright.org>.

Tables

Tables present data in a format that is accurate and easily understood. A table should be placed in the text as soon as possible after it is first mentioned. Tables and figures in the manuscript section will appear on separate pages at the end of the article.

General Information

Tables and figures should always be referred to in the text with an adequate explanation so that they are easily understood. Do not repeat the same data in tables, figures, and text, and do not put information that can easily be explained in a few lines of text in a table or figure.

Tables provide an orderly arrangement of data in columns and rows, which aids in comparison of the results. Reserve tables for important data directly related to the content of the paper. Do not have the text broken up by many tables because it makes the text difficult for the reader to understand. Do not make tables extremely complicated because this makes it difficult for the reader. It is better to make two simple tables than one complicated one. However, extremely small tables may be better explained in the text. When constructing a table, round off numbers to the same number of significant digits and place data in columns instead of rows for easier reading. Each table should be able to stand alone and be understood without reference to the text. Always explain all abbreviations except standard statistical abbreviations such as N, SD, and df. Also explain the use of underline, dash, and parenthesis.

Rules of Writing a Table

1. Number tables consecutively throughout the paper with Arabic numerals.
2. In the text, refer to tables by their numbers, e.g. "As shown in Table 2" or "sensory evaluation indicates client attending diabetes classes... (Table 3)." Do not write: "see the table above" or "on page 4".
3. Be consistent in the way tables are presented in the paper. The use of similar tables, headings, and terminology facilitates comparison among groups.
4. Give all tables brief, clear and explanatory titles. Do not duplicate the title of the table as a heading in the tables.

5. Headings should be clear and no wider than the length of the widest entry of the column it spans. Each table must include a heading over the left most column which lists the variables. Headings above the body of the table identify the vertical columns in the body of the table. A column head covers one column; a column spanner covers two or more columns. Each column under a column spanner has its own column head. Keep all column headings syntactically similar.
6. To determine column width, count the widest entry in each column and add three spaces. Tables may be printed in the landscape format. Landscaped pages have the top of the page to the left, in the binding. The position of the page number is the same as it would be if the page was not landscaped. It may be necessary to delete the page number while word processing and add it later by typewriter.
7. Include only the number of decimal places that can be justified by the precision of the data. The number of decimal places in a column is to remain constant. If a cell in a column cannot be filled due to missing data, insert a dash and explain the dash in a general note in the paper.
8. A note referring to a specific row, column, or entry is a specific note indicated by superscript lowercase letter, e.g.^a "Range from 10-100."
9. The superscripts, starting on the upper left, run horizontally left to right. Notes to a table are specific for each table and do not refer to any other table in the report. A specific note begins with a superscript, lowercase letter *a* in each table.
10. The results of tests of significance are indicated in a probability note. If the null hypothesis is rejected, an asterisk indicates those values and the probability is indicated in the probability note. Use the same number of asterisks for each level of

significance in each table in the paper. The fewest asterisks note the largest probability, “e.g. * $p < .05$, ** $p < .01$, *** $p < .001$.”

11. In the table, superscripts are first followed by asterisk notes. Each note begins a new line below the table, is double-spaced, and is flush to the left margin.

Format

1. The word Table with the number of the table should be left justified (Appendix C).
2. Place the table title two spaces below the table number and left justify. The title should be single-spaced.
3. Use the minimum number of horizontal lines. The required lines are one to separate the title from the heading, a second to separate the heading from the body, and a third to indicate the end of the body. If appropriate, horizontal lines are used as spanners in the heading.
4. Avoid vertical lines.
5. The body of the table is double-spaced.
6. Place tables of one-half page or less within the text of the document, separating from the text by triple spaces. Longer tables should be centered on separate pages and placed after the reference list of the manuscript. If a table is continued on succeeding pages, type Table with the appropriate number flush with the left margin and (continued). Do not repeat the title. Repeat the headings (Appendix C).

Figures

Illustrations such as graphs, pictures, and drawings are referred to as figures.

Figures best illustrate interactions and general comparisons, but are not as precise as tables.

Preparation

1. Use medium lines for vertical and horizontal axes.
2. Choose the appropriate grid scale to accurately present the data.
3. Indicate units of measurement by placing tick marks on each axis at the appropriate intervals. Use equal increments of space between tick marks on linear scales.
4. If the units of measurement on the axes do not begin at zero, break the axes with a double slash.
5. Clearly label each axis with both the quantity measured and the unit in which the quantity is measured. Carry the numerical labels for axis intervals to the same number of decimal places.
6. Place the axis labels parallel to the proper axes.
7. Use legibility as a guide in determining the number of curves to place on a figure, usually no more than four.

Format

1. Number figures consecutively throughout with Arabic numerals (Appendix D).
2. Place figures of one-half page or less within the text with a triple space above and below. Place figures of more than half a page on separate pages after the reference list for the manuscript.
3. The word Figure with the appropriate number precedes the first word of the title.
4. The title is single-spaced and placed under the figure. The title is not underlined (Appendix D).

Paper Preparation

Papers are to be prepared on a word processor and spell checked. Careful proof reading is essential to ensure the proper words are used and grammar is correct. A standard

typeface such as courier is to be used. Font size should be 12 points.

Spacing

Double spacing is the standard for the paper, except before centered headings. Triple space before a centered, underlined heading to separate from previous text. Triple space after a major section heading in all caps, but double space after other headings. Triple space before and after tables and figures inserted in the text.

Margins

Top, bottom and right margins are 1 inch. The left margin is 1 ½ to allow binding of theses and other bound projects. The left margin is 1 inch for papers that will not be bound. The first page of the text of term papers with a formal title page begins 2 inches from the top. All major sections of a thesis begin on a new page 2 inches from the top.

Page Numbers

Preliminary pages of a thesis are numbered with lowercase Roman numerals centered at the bottom of the page. The remainder of the paper, starting with the introduction, is numbered with Arabic numerals, usually in the top right corner. Except on the first page of the text of major sections (INTRODUCTION, METHODS, ETC) which starts 2 inches from the top, the number is centered at the bottom. (This guide has page numbers at the bottom of the page because printing occurs on both sides of the page.)

Numbers

The general rule is numbers 10 and above is written as figures and those less than 10 are written as words. However there are exceptions for using words. Figures are used when the number precedes a unit of measurement (such as lb. or cm); represents statistical or mathematical functions, fractional or decimal quantities, percentages, or ratios; or represents time, dates, or

exact sums of money. Figures are used to represent a range when a hyphen is used (such as 1-2 weeks). Numbers beginning a sentence are written as words. It is better to rearrange the sentence and not begin with a number.

Quotations

The reference citation in the text for a direct quotation includes the page number.

Treatment of direct quotations varies with the length. Short quotations (not more than three lines) are double-spaced within the text with quotation marks as shown in the following example.

The inscription stated “Presented in recognition of outstanding service to children who require special assistance” (Cook & James, 1997, p 563).

Long quotations are single spaced and indented as shown in the following example.

As stated by Chernoff (1997, p 429)

We have taken giant steps toward achieving the goals. Each one of us is responsible for implementing plans that contribute to our collective objectives. Implementation will be an on-going process, with continuing evaluation and revisions.

Other General Guidelines

Some other general guidelines for School of Human Ecology papers are to double space after the period at the end of a sentence, and avoid widow and orphan lines. Some items described in the APA Publications Manual usually are not used for papers in the School of Human Ecology. One class is headers and footers. Also, footnotes in the text seldom occur. If a footnote is necessary, it is placed on the same page with its reference number. Footnotes in tables are described in the section on tables.