ALEC 604: Writing for Professional Publication

Week 9: References and Abstracts

Activities

- Revisit the APA Manual and associated sources for appropriate referencing standards
- Develop an accurate abstract for the manuscript
- Practice self- and peer-reviewed strategies to improve writing skills

References

- Use correct format (APA, MLA, CMS, etc.)
- Consult a current copy of the journal
- Include only significant, published works
- Always practice correct:
  - Spelling of all authors’ names
  - Punctuation use, per the style manual

Basic Rules

- References cited in text must appear in the reference list, and vice-versa, except for:
  - Personal communications (in-text only)
  - Primary source (cited from a secondary source) in text only, not in reference list
- Spelling and years must match between textual citation and reference list

Using In-text Citations

- Use in-text citations when you:
  - Use a direct quotation
  - Restate, summarize, or paraphrase an idea, theory, or opinion by another author
  - Use dates or facts that might be disputed, especially if it is not common knowledge
    - If you are uncertain it is common knowledge, cite it

Perils of No In-text Citations

- No “absolute original” research exists
- All research builds upon previous works
- Reviewers know about previous works
- Your writing could be viewed as plagiarism
- Academia views in-text references seriously
  - Inaccurate documentation is as serious as having no documentation at all
    - [http://www.nausetschools.org/research/intext.htm](http://www.nausetschools.org/research/intext.htm)
Common APA In-text Citations

Quotations: APA 3.34, p. 117
- Less than 40 words used verbatim from another source require double quotation marks, author(s), year, and page number.

Examples:
A recent study revealed that "if the goal is to internationalize the agricultural curriculum, then simulation activities may prove to be part of the answer" (Boyd, Felton, & Dooley, 2004, p. 68).

Boyd et al. (2004) reported that "students exhibited a western viewpoint when making decisions" (p. 66).

APA Reference List Citation Order

General Forms: APA 4.07, p. 223
- Periodicals (published on regular basis)
- Nonperiodicals (published separately)
  Author, A. A. (year). Title of work. Location: Publisher.
- Part of a Nonperiodical
  Author, A. A., & Author, B. B. (year). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), Title of book (pp. xxx-xxx). Location: Publisher.

Online Periodical

Online Document
Author, A. A. (2000). Title of work. Retrieved month day, year, from URL (no period after URL)

Table Rules

Relation of Tables and Text: APA 3.63, p. 154
- Tables supplement, not duplicate, textual information
- Tables must be cited in text prior to their placement
- Use specific table numbers: "...as shown in Table 2,"
- Do not write, "the table above (or below)..."
- Which table does the citation reference?
- Explain the table's highlights only in text

Relation between Tables: APA 3.64, p. 155
- Combine tables that repeat data
- Identical data should not appear in two or more tables

Table Example

Table X
Error Rates of Older and Younger Groups

<table>
<thead>
<tr>
<th>Difficulty</th>
<th>Younger</th>
<th></th>
<th></th>
<th>Older</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M</td>
<td>SD</td>
<td>n</td>
<td>M</td>
<td>SD</td>
<td>n</td>
</tr>
<tr>
<td>Low</td>
<td>.05</td>
<td>.08</td>
<td>12</td>
<td>.14</td>
<td>.15</td>
<td>18</td>
</tr>
<tr>
<td>Moderate</td>
<td>.05</td>
<td>.07</td>
<td>15</td>
<td>.17</td>
<td>.15</td>
<td>12</td>
</tr>
<tr>
<td>High</td>
<td>.11</td>
<td>.10</td>
<td>16</td>
<td>.26</td>
<td>.21</td>
<td>14</td>
</tr>
</tbody>
</table>

Note. Adapted from "Table Example 1," by the American Psychological Association, 2001, Publication Manual of the American Psychological Association (5th ed.), p. 149. Washington, DC.
### Table Example

**Table X**

<table>
<thead>
<tr>
<th>Difficulty</th>
<th>Younger</th>
<th>Older</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>M</td>
<td>SD</td>
</tr>
<tr>
<td>Low(^a)</td>
<td>.05</td>
<td>.08</td>
</tr>
<tr>
<td>Moderate(^b)</td>
<td>.05</td>
<td>.07</td>
</tr>
<tr>
<td>High</td>
<td>.11(^*)</td>
<td>.10</td>
</tr>
</tbody>
</table>

Note: This table has notes, the first of which is a general note.
\(^a\)Specific note about “Low,” which follows a general note. \(^b\)Notes can continue in same block of text, and flow Left-Right and Top-Bottom. \(^*\)p < .05. [probability notes come last]

See the APA Manual for more examples (pp. 149-154; 162-169).

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### Basic Rules: Figures

- **Figures: APA 3.75, p. 176**
  - Any illustration other than a table, is a figure
  - Charts, graphs, photographs, drawings, etc.
  - Figures may require readers to estimate values
  - Convey overall pattern of results or interactions

- **Figure Checklist: APA 3.75, p. 176**
  - What idea do you need to convey?
  - Is the figure necessary?
  - What type of figure is most suited to your purpose?
  - Simple versus complex graphics?
  - B&W versus full color graphics?

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### Abstracts

- Written after the manuscript is complete
- Two types of abstracts:
  - Descriptive – topical review, brief, no data
  - Informative – longer summary of research study
- Good Informative Abstracts:
  - State principal objectives and scope of the study
  - Describe methods used
  - Summarize findings
  - State principal conclusions

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### Summary

- Appropriate citation and reference use may be a deciding factor in the acceptance of your manuscript
  - Accuracy is key
  - Citations/references may be needed in tables and figures, including correct style manual rules
- Abstracts with impactful descriptions increase the likelihood that your manuscript will be read