

# **Guidelines for Writing Papers in Educational Leadership, Particularly Literature Reviews of Research, and Guidelines for Making Presentations**

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Florida Gulf Coast University**

## **Writing Guidelines**

1. Use the APA style of writing and formatting papers, by following the Publication Manual of the American Psychological Association (fifth edition). This is an absolute requirement. You should read the first 100 pages for general writing techniques, pages 117-121 for quotations, pages 207-232 for referencing, and you should refer to the remainder of the manual as needed for referencing format, use of heading levels and other needed guidance to write your paper correctly.
2. A literature review of research should include at least the following headings: (a) Introduction and statements of the problems or questions to be answered; (b) literature review, and; (c) conclusions and recommendations. Additional heading titles may be used. See the APA manual for appropriate placement of headings and subheadings. (See pp. 111-115 in APA, 5<sup>th</sup> ed.).
3. Formal research reports should not include "personal opinions" or "personal experiences." They are based on a review of the literature, and are written in the third person ("he or she" or "they"), not first person ("I").
4. Particular care should be given to referencing within text and at the end of the document. Only references cited in the text are included in the references. These items are listed on the last pages of your paper. The list has a centered title (References), and it is alphabetized by the first author's last name.
5. The source of all information must be referenced. The source of all information in each paragraph should be clear to the reader. The only items that are not referenced are your own ideas, and conclusions and recommendations drawn from your research. The introduction and conclusion do not need referencing, but they may contain references. If all information in a paragraph is from one source, it is best to place the reference either at the beginning or at the end of the paragraph.
6. Some students tend to use gender bias, referring to the male gender, particularly when using pronouns. To avoid this problem, you need to use either "he or she", or write in the third person plural, using "they", "their", and the like. I would recommend the latter when possible.

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## **Table of Contents Sample Apa Literature Review Paper**

1. Understanding the eBook Sample Apa Literature Review Paper
  - The Rise of Digital Reading Sample Apa Literature Review Paper
  - Advantages of eBooks Over Traditional Books
2. Identifying Sample Apa Literature Review Paper
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sample Apa Literature Review Paper
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Apa Literature Review Paper
  - Personalized Recommendations
  - Sample Apa Literature Review Paper User Reviews and Ratings
  - Sample Apa Literature Review Paper and Bestseller Lists
5. Accessing Sample Apa Literature Review Paper Free and Paid eBooks
  - Sample Apa Literature Review Paper Public Domain eBooks
  - Sample Apa Literature Review Paper eBook Subscription Services
  - Sample Apa Literature Review Paper Budget-Friendly Options
6. Navigating Sample Apa Literature Review Paper eBook Formats
  - ePub, PDF, MOBI, and More
  - Sample Apa Literature Review Paper Compatibility with Devices
  - Sample Apa Literature Review Paper Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Sample Apa Literature Review Paper
  - Highlighting and Note-Taking Sample Apa Literature Review Paper
  - Interactive Elements Sample Apa Literature Review Paper
8. Staying Engaged with Sample Apa Literature Review Paper

- Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Sample Apa Literature Review Paper
9. Balancing eBooks and Physical Books Sample Apa Literature Review Paper
- Benefits of a Digital Library
  - Creating a Diverse Reading Collection Sample Apa Literature Review Paper
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Sample Apa Literature Review Paper
- Setting Reading Goals Sample Apa Literature Review Paper
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Apa Literature Review Paper
- Fact-Checking eBook Content of Sample Apa Literature Review Paper
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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