

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

**Dr. T. Valesky and Dr. C. Carter (revised September 2003)
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, 5th 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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An EasyGuide to APA Style Beth M. Schwartz, R. Eric Landrum, Regan A. R. Gurung, 2020-08-26 Fully updated with content from the Seventh Edition of the Publication Manual of the American Psychological Association An EasyGuide to APA Style Fourth Edition identifies common APA style and formatting mistakes and how to avoid them and helps students become better writers and communicators of psychological science

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eLearning Engagement in a Transformative Social Learning Environment Crawford, Caroline M., Simons, Melissa A., 2021-06-17 Distance learning and remote learning have been developing options within the eLearning and talent training realms for over two decades yet distance learning has become a significant reality within the past few months especially as the COVID 19 pandemic has forever impacted the K 12 higher education and adult training and talent

development workforce solutions Within the rapid shift into remote and distance learning environments the curricular design and instructional design are understood as necessary However there is a need to understand aspects around social learning within eLearning environments It is important to understand the opportunity of moving towards transformative social learning environmental engagement and experiences within distance and remote learning environments to improve the ability to understand social learning in eLearning environments eLearning Engagement in a Transformative Social Learning Environment focuses on supporting and enhancing remote and distance learning eLearning instructional experiences discusses the strategic role of social learning within eLearning environments and enhances levels of engagement transformative learning and talent attainment environments This book provides insights and support towards policies and procedures within instructional and training decision making around social learning needs and support The chapters will explore social learning opportunities and support modeling social learning engagement communities of practice and instructional processes of eLearning The intended audience is teachers curriculum developers instructional designers professionals researchers practitioners and students working in the field of teaching training and talent development **Lab**

Manual for Psychological Research Dawn M. McBride,J. Cooper Cutting,2015-08-14 Packed with checklists and how to sections Lab Manual for Psychological Research by Dawn M McBride and J Cooper Cutting includes a wealth of hands on exercises focusing on research methods research projects APA style and avoiding plagiarism New to the Revised Third Edition are 13 exercises designed to help students develop some of the more difficult research skills Bundle the lab manual with McBride s The Process of Research in Psychology Third Edition Order using Bundle ISBN 978 1 5063 2351 0

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