

# **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, 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.

# Sample Apa Literature Review Paper

**RD Boyd**



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*Writing Literature Reviews* Melisa C. Galvan, Jose L. Galvan, 2024-11-14 Writing Literature Reviews A Guide for Students of the Social and Behavioral Sciences provides students with practical guidelines for the complex process of writing literature reviews for course projects theses or dissertations and research manuscripts for publication This bestselling book follows a systematic natural progression of steps and focuses on the writing of critical reviews of original research Steps and guidelines are organized sequentially and are illustrated with examples from a wide range of actual and recent academic journals Each chapter is designed to scaffold and help students develop a set of specific products that will contribute to a competent literature review Writing Literature Reviews is ideal for use in research methods courses thesis dissertation preparation courses research seminars where a literature review is expected as a culminating activity or any course in which the instructor needs to cover the vital components necessary to prepare a literature review for a variety of audiences The book is supported by online materials including self test quizzes for students and lecture slides for instructors New to this edition Expanded sections on plagiarism and selection bias Updated chapter examples and references Expanded discussion of digital research tools Discussion of the implications of AI use New model literature reviews that complement existing reviews that our longtime adopters have found useful These can serve as the basis for classroom discussions and as source material for end of chapter activities as needed

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deciding whether to quote paraphrase or summarize avoiding plagiarism and documenting sources The authors have included 39 readings by well known authors and various fresh voices including 12 students providing well written examples of the different types of essays and papers that students might be asked to complete      **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      **APA Style & Citations For Dummies** Joe Giampalmi,2021-04-09 Write right in for scholarly success While world renowned for the precision and clarity it lends to scholarly writing keeping track of APA style s exacting standards can be demanding at times even excruciating for initiates and seasoned writers alike Created and governed by the American Psychological Association it provides a universal style for formatting citations and footnotes in psychological research behavioral and social science journals and beyond Getting up to speed is tough stuff but once you ve got it your work will have that easy to follow scholarly authority that will get high marks from your professors and peers alike Your friendly frustration free guide for this adventure in simplifying APA style is Joe Giampalmi who has taught more than 100 APA style composition courses to college students He takes the pain of following APA style away by breaking it down to its essential elements and focusing on the important stuff students encounter most You ll work through specific real life examples of using APA style for psychology criminology business and nursing papers In addition to demystifying the intricacies of formatting and citation APA Style Citations For Dummies has got you covered in all matters of grammar and punctuation as well as guidance on how APA style can help you negotiate issues around the ethics of authorship and the importance of word choice in reducing bias Develop conciseness and clarity Pay attention to flow structure and logic in your writing Know when why how and what to cite Keep your writing ethically conscious and bias free Writing in APA style is something that almost all students will need to do at some point APA Style Citations For Dummies is a must have desk reference to know how to win the approval of your professors and earn the marks you need for success      *The SAGE Guide to Writing in Criminal Justice Research Methods* Jennifer M. Allen,Steven Hougland,2020-01-28 The SAGE Guide to Writing in Criminal Justice Research Methods equips students with transferable writing skills that can be applied across the field of criminal justice both academically and professionally Authors Jennifer M Allen and Steven Hougland interweave professional and applied writing academic writing and information literacy with the result being a stronger more confident writer researcher and student in criminal justice Focused on teaching students how to write in the academic setting while introducing them to a number of other writing tools specific to research methods such as writing literature reviews abstracts proposals and more The perfect companion for any criminal justice research methods course this brief text focuses on key topics that will benefit students in their classes and in the field      eLearning Engagement in a Transformative Social

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