

# **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.

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