



Using APA style for scientific communication (Session 1)

Sebastian Jentschke





Overview

- Why publishing? Why a rule system?
- structure
- language use
- mechanics of style: punctuation, abbreviations, parentheses, etc.
- figures and tables some practical hints
- referencing
- your term paper
- publication process
- ethical issues (authorship, consent, plagiarism)



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- course requirements (read scientific reports, write up semester projects and theses)
- conduct research / clinical work and further your field
- «currency» of a scientific career (applications, institutional rankings, evaluation of research grants)



CRISTIN Current Research Information System In Norway







Why publish?

- scientific reasons (inform the scientific community, open critical discussions and stimulate research, avoid duplication of work)
- societal reasons (application of scientific findings, responsibility and benefit for society)
- pragmatic reasons (university education and qualification, scientific job, important for research careers – funding)





Which standards do you know? Why do we have them and what is their advantage?



Why standards?

- enhance productivity (usually the best solution is made standard) and avoids duplication and waste
 → learn it once, apply it many times
- elements are harmonized (e.g., how a result section is written) – JARS: check list → increases confidence
- practicality (e.g., makes navigating through articles and review process easier)





Why publish in a certain style?

- a uniform style facilitates communication
 - author: help to write up research results
 - express essential information, reduce distraction
 - adequate structure and language
 - provide statistical information in a uniform way and choose adequate graphical forms
 - reader: help to read and understand results
- broad dissemination: used in many disciplines beyond psychology: sociology, economics, criminology etc. and by more than 1,000 scientific journals



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Why publish in APA style?

- simplicity and sobriety: promote simple, clear language and avoid unnecessary "flashy" style
- consistency: the reader knows where to find different kinds of information and concepts are used similarly within and between publications ("Are we talking about the same thing?")
- practical: the manuscript is prepared for publishers' typesetting / workflow

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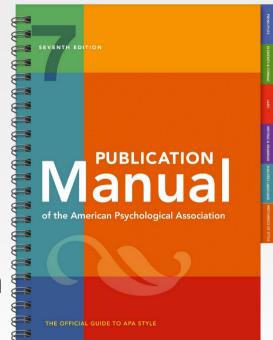
What do you already know about the APA style?

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A bit of history

- 1929: short article in Psychological Bulletin to prepare a set of simple rules (style guide) to facilitate communication of research
- 1952: Publication Manual of the American Psychological Association
- 2019: 7th edition







Content overview – APA manual

Scholarly Writing and Publishing Principles	types of articles; ethical standards: scientific accuracy; participants' rights and welfare; intellectual property rights
Paper Elements and Format	required elements, format, organization, examples
Journal Article Reporting Standards	general reporting standards; specific reporting standards for quantitative, qualitative and mixed methods research
Writing Style and Grammar	scholarly writing style; grammar and usage; strategies: outline, re-read, seek help
Bias-Free Language Guidelines	reducing bias in language (specifity, "labels": gender, disability, SES, racial / ethnic identity)
Mechanics of Style	punctuation; spelling; capitalization; italics; abbreviations; numbers; statistics / mathem.; equations; lists





Content overview – APA manual

Tables and Figures	general guidance; tables + examples ; figures + examples
Works Cited in the Text	general guidance; special approaches (e.g., interviews); format of in-text citations; quoting and paraphrasing
Reference List	reference categories; elements (author, date, title, source); variations (translations, etc.); format and order of the reference list
Reference Examples	textual works (e.g., periodicals); data sets, software, tests; audiovisual and online media
Legal References	general guidance; examples (e.g., court decisions; laws and acts; etc.)
Publication process	editorial and publication process; author responsibilities (copyright and permissions)





Types of (scientific) articles

Primary / "original" publications: not previously published, peer-reviewed by experts, archived (for future reference)

- empirical study
- case study
- literature review
- theoretical article
- methodological article
- brief report, comment, book review, letter to the editor PAGE 13

Semester project

- · empirical: reports research based on empirical data, tests hypotheses
- report from work as a research assistant
- review: analysing existing literature



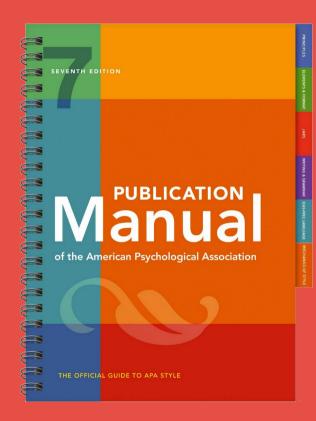


Myths about scientific writing

- "It's important what you write, not how you write"? No: Good content may be lost in bad language, style, structure.
- "The longer the better"?
 - parsimony and brevity is a scientific virtue
 - evaluation based on quality, not quantity
 - journals have space / word limits (e.g., Scientific reports: «should be no more than 4,500 words»; Current Biology: «usually limited ... to around 5000 words»)



Manuscript structure / content Chapter 2 and 3





Manuscript structure: IMRaD

- Introduction: What is the problem? Why is it interesting? Background – purpose of investigation – hypotheses
- **Methods:** How was the investigation conducted? Detailed description of the procedures, enabling replication
- **Results:** What was observed / found? *Report of findings and analyses: values/quantities; tables; figures*
- **Discussion:** How can the results be understood? Summary; interpretation; strengths & limitations; implications
- Title and author information, abstract & keywords; references; acknowledgements, conflict of interest & funding, appendices etc. PAGE 16





Manuscript structure: Hourglass

The article begins broadly becomes more specific until you introduce your own study. Method and results are most specific. The discussion explores the results and their implications.

Individuals differ radically from one another in the degree to which they are willing and able to express their emotions...

In this study, we recorded the emotional reactions of both men and women to filmed... We hypothesized...

(Method) One hundred male and 100 female undergraduates were shown two movies...

(Results) Table 1 shows...

These results imply that sex differences in emotional expressiveness are moderated by...

If emotions can incarcerate us by hiding our complexity, at least their expression can liberate us by displaying our authenticity.







Structure: Headings

- manuscript structure and use of headings is key to clear and "logical" communication
- structure provides impression of manuscript quality
- Note: Formatting rules apply to manuscript preparation (in print different styles may be used)

General rules

- start with level 1, use as many levels as required
- no heading "Introduction" (APA) – some journals use
- headings are hierarchically organized (sub-headings "belong to" the previous, higher headline)
- headings are in the same font as the text, but differ in alignment and style (bold and italic)



For the whole manuscript: doublespaced; e.g., Times Roman (12 pt)

Previous paragraph ends here.

Level 1: Centered, Bold, Title Case Heading

The text starts here...

... and ends here.

Level 2: Flush Left, Bold, Title Case Heading

The text starts here...

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Level 3: Flush Left, Bold + Italic, Title Case Heading The text starts here...

Level 4: Indented, Bold, Title Case Heading, ending with period. The text starts here...

Level 5: Indented, Bold + Italic, Title Case Heading, ending with period. The text starts here...

https://apastyle.apa.org/stylegrammar-guidelines/paper-format





If the text requires only one level, use Level 1. Typical for short articles (e.g., term papers)

Manuscript Title Introduction, introduction, introduction, introduction Level 1 Method Method, method, method, method, method, method. Level 1 **Results** Results, results, results, results, results, results. Level 1 Discussion Discussion, discussion, discussion, discussion.





If the text requires two levels, use Level 1 and 2.

Typical for empirical articles (and empirical term papers).

Manuscript Title Introduction, introduction, introduction, introduction. Level 1 Method **Participants** Participants, participants, participants, participants. Level 2 **Materials Design and Procedure** Level 1 **Results** Results, results, results, results, results, results. **Discussion** -Discussion, discussion, discussion, discussion.

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If the text requires three levels, use Level 1, 2 and 3.

More than three levels are rarely necessary. If it is, then use Level 4 or even 5.

Manuscript Title Introduction, introduction, introduction, introduction. Level 1 Method **Participants** Participant were... Level 2 **Materials** We used different questionnaires to evaluate... Sensation Seeking -Level 3 In this study, sensation seeking was measured with... **Intelligence** General cognitive abilities...



Manuscript structure: JARS

- provide a checklist / questions ensuring that your manuscript covers all necessary information
- specifically tailored for different kinds of manuscripts, e.g., experimental designs, metaanalyses
- also provides help how to structure your manuscript

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https://apastyle.apa.org/jars

Introduction

Problem

• State the importance of the problem, including theoretical or practical implications.

Review of Relevant Scholarship

- · Provide a succinct review of relevant scholarship, including
- relation to previous work
- differences between the current report and earlier reports if some aspects of this study have been reported on previously

Hypothesis, Aims, and Objectives

- State specific hypotheses, aims, and objectives, including
 - theories or other means used to derive hypotheses
- primary and secondary hypotheses
- other planned analyses
- State how hypotheses and research design relate to one another.

Method

Inclusion and Exclusion

Report inclusion and exclusion criteria, including any restrictions based on demographic characteristics.

Participant Characteristics

 Report major demographic characteristics (e.g., age, sex, ethnicity, socioeconomic status) and important topic-specific characteristics (e.g., achievement level in studies of educational interventions).



Manuscript structure: Introduction

Opening statement: introduce background and nature of the problem investigated

- 1. Use prose, not jargon.
- 2. Don't plunge readers into the middle of your problem... lead them step by step.
- 3. Open with a statement about people... not psychologists / specialists and their research.

Wrong: Several years ago, Ekman (1972), Izard (1977), ... pointed to psychology's neglect of the affects and their expression...

Right: Individuals differ from one another in the degree to which they are willing and able to express their emotions...





Manuscript structure: Introduction

Review the existing literature: Summarize the current state of knowledge in the area. Build an argument based upon which aspects of knowledge exist. Identify one (or more) gaps that you would like to fill in.

- 1. do not simply list studies; try to integrate them in your argument and tell a coherent «story», e.g., historical progression, studies building upon another
- 2. avoid non-essential details
- 3. if you criticize: criticize the work, not the author(s) of a study
- 4. cite others generously



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Manuscript structure: Introduction

Aims / hypotheses: Identify one (or more) gaps.

- **theoretical**: aims one wishes to fulfil (e.g., providing an overview over ...; propose a model for...)
- *empirical*: scientific hypothesis (concepts) → statistical hypothesis (methods / results – testable: operationalisation → statistical procedure)
- generally: start with broad hypotheses and name more specific ones afterwards





Manuscript structure: Methods

Describe the method in such a detail that the study can be replicated.

Participants

Who participated? How recruited? Incentive/reward? Response rate/dropout? Age (M, SD), sex distribution, other variables of relevance to the topic.

Material

Questionnaires, stimuli, special equipment, ... Full materials often as appendix (or online: Open Science Framework)

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Procedure

steps of the investigation (e.g., in which order where stimuli presented, which questionnaires were administered, approximate duration) give a feel of what it was like to be a participant

Design / Statistical analyses

independent / dependent variables techniques for controlling error variance (randomization, balancing) analysis methods (ANOVA, t-test, etc.) use labels that are easy to recognize: "group 1 and 2" vs. "1\$- and 20\$-group"





Manuscript structure: Results

- "Give the forest first and then the trees."
 - central findings first (focus on your experimentally manipulated variables)
 - state a finding, then elaborate / qualify it.
- relate results to your hypotheses

We hypothesized that men would be more emotionally expressive than women and expected that men should produce more tears during the presentation of film clips... As summarized in Table 1, men do cry more... in all four conditions produced an average of 1.4 cc more tears than women ($F_{(1,112)} = 5.79$, p < .025).

Only in the ... condition did the men fail to produce more tears. However, this effect did not reach significance.

Except for the ... condition, the hypothesis that men cry more received empirical support.



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Manuscript structure: Discussion

- begin by summarizing the central results of the study, which of your hypotheses were confirmed?
- **relate** the findings **to existing research**; proceed from specific matters to more general ones (hourglass)
- do not simply repeat the results, **interpret** them: what inferences can be drawn? **implications** (clinical, societal, etc.)
- **strengths & limitations** of the study: which questions remain unanswered? negative or unexpected results? suggestions to answer these questions?
- don't end with "Further research is needed ...", but with a strong take home message
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Structure: Title and abstract

Goal: Provide a quick overview for the reader

Should reflect the content accurately, include important keywords (for literature search), and be composed / revisited after article completion

Title

- length: 10-12 words
- fully explanatory by itself
- mention the most important aspect(s): main variables, methods, theoretical issues
- identify the populations studied

Abstract

- about 150 words, no paragraph
- cover: background, participants & method, findings, conclusions and implications
- remove unnecessary words & details, write clearly ...





Structure: Title and abstract

Neural correlates of music-syntactic processing in two-year old children Music is a basic and ubiquitous socio-cognitive domain. However, our understanding of the time course of the development of music perception, particularly regarding implicit knowledge of music-syntactic regularities, remains contradictory and incomplete. Some authors assume that the acquisition of knowledge about these regularities lasts until late childhood, but there is also evidence for the presence of such knowledge in four- and fiveyear-olds. To explore whether such knowledge is already present in younger children, we tested whether 30-month-olds (N = 62) show neurophysiological responses to musicsyntactically irregular harmonies. We observed an early right anterior negativity in response to both irregular in-key and out-of-key chords. The N5, a brain response usually present in older children and adults, was not observed, indicating that processes of harmonic integration (as reflected in the N5) are still in development in this age group. In conclusion, our results indicate that 30-month-olds already have acquired implicit knowledge of complex harmonic music-syntactic regularities and process musical information according to this knowledge.



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background

results

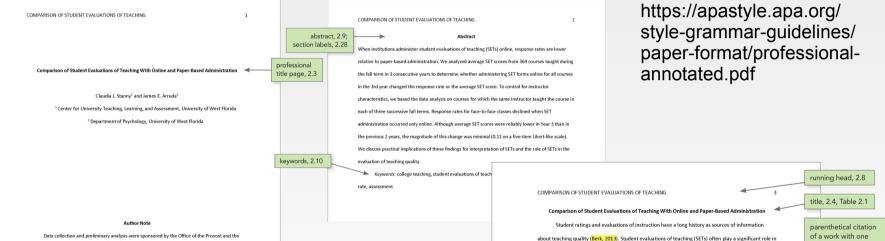
methods

conclusions

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Structure: Example manuscript

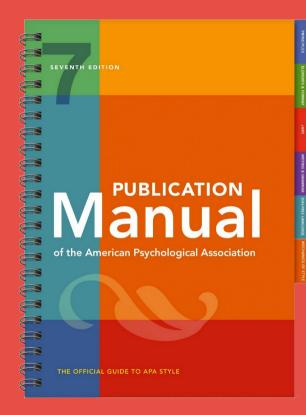


Data collection and preliminary analysis were sponsored by the Office of the Provost and the Student Assessment of Instruction Task Force. Portions of these findings were presented as a poster at the 2016 National Institute on the Teaching of Psychology, St. Pete Beach, Florida, United States. We have no conflicts of interest to disclose.

Correspondence concerning this article should be addressed to Claudia J. Stanny, Center for University Teaching, Learning, and Assessment, University of West Florida, Building 53, 11000 University Parkway, Pensacola, FL 32514, United States. Email: cstanny@institution.edu

ranning neua, 2.0
title, 2.4, Table 2.1
parenthetical citation
of a work with one
author, 8.17
parenthetical citation
of multiple works, 8.12
parenthetical citation
for works with the
same author and same date, 8.19
same date, o.19
Level 2 heading in the introduction, 2.27, Table 2.3, Figure 2.4

Writing style Chapter 4 and 5





Writing style

Three strategies to improve writing:

- 1. Planning: identify ideas, draft an outline / scaffold, define structure \rightarrow elaborate the structure
- 2. Incubation: write a draft and put it aside for a while \rightarrow re-read and re-write
- 3. Feedback: write your paper and ask colleague(s) for comments \rightarrow re-write according to review





Writing style: Continuity

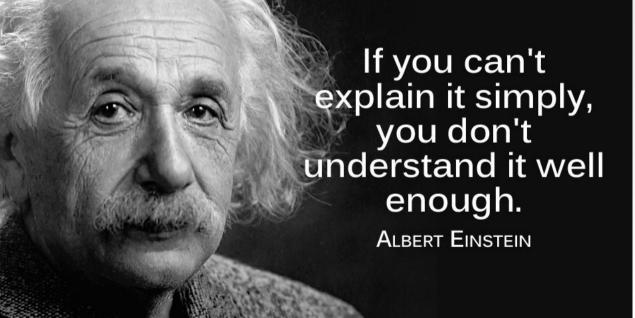
- aim for a continuous thematic development
 - continuity in words and concepts; don't use synonyms for important concepts (e.g. "tattooing" vs. "body art", "body modification")
 - use repetition: same word, same meaning
 - use parallel construction: repetition of sentence structure
- use transitional devices
 - time links: First, ...; Next, ...; After, ...; While, ...
 - cause-effect links: Thus, ...; Therefore, ...; Consequently, ...
 - addition links: In addition, ...; Moreover, ...; Similarly, ...
 - contrast links: Conversely, ...; However, ...; Although... PAGE 35







Writing style: Brief and concise





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Writing style: Brief and concise

No. 4356 April 25, 1953 NATURE

equipment, and to Dr. G. E. R. Deacon and th captain and officers of R.R.S. Discovery II for the part in making the observations. Young, F. B., Gerrard, H., and Jevons, W., Phil Longast-Higgins, M. S., Mon. Not. Roy. Astro.

³ Von Arz, W. S., Woods Hele Papers in Phys. Oceanog. Meteor., 13 (3) (1960). (3) (1950).
*Ekman, V. W., Arkin, Mat. Astron. Fazik (Stockholes) 2 (11) (1905).

MOLECULAR STRUCTURE OF NUCLEIC ACIDS

A Structure for Deoxyribose Nucleic Acid

WE wish to suggest a structure for the salt of deoxyribose nucleic acid (D.N.A.). This cture has novel features which are of considerable biological interest

A structure for nucleic soid has already been A structure for nucleic acid has already been proposed by Pauling and Corey'. They kindly made their manuscript available to us in advance of publication. Their model consists of three inter-twined chains, with the phosphates near the fibre twined chains, with the phosphates near the fibre axis, and the bases on the outside. In our opinion, this structure is unsatisfactory for two reasons : We believe that the material which gives the X-ray diagrams is the sait, not the free acid. Without he acidic hydrogen atoms it is not clear what forces would hold the structure together, especially as the negatively charged phosphates near the axis will the other member must be thymine; similarly for repel each other. (2) Some of the van der Waals guanine and cytosine. The sequence of bases on a listances appear to be too small.

Another three-chain structure has also been sugpasted by Fraser (in the press). In his model the phosphates are on the outside and the bases on the inside, linked together by hydrogen bonds. This structure as described is rather ill-defined, and for this reason we shall not comment

on it. We wish to put forward a radically different structure for the salt of deoxyribose nucleic acid. This structure has two helical chains each coiled round the same axis (see diagram). We have made the usual chemical riboso nucleis acid are insufficient for a rigorous test assumptions, namely, that each of our structure. So far as we can tell, it is roughly chain consists of phosphate diester groups joining S-p-deoxyinfogranose residues with 3',5' against more exact results. Some of these are given linkages. The two chains (but in the following communications. We were not aware not their bases) are related by a of the details of the results presented there when we dvad perpendicular to the fibre devised our structure, which rests mainly though not ayas perpendicular to the infre devised our strouture, which rests manny mough not axis. Both chains follow right- entirely on published experimental data and stereo-handed helices, but owing to chemical arguments. The dyad the sequences of the that not experied our notice that the specific atoms in the two chains run pairing we have postulated immediately suggests a remness notices, put overing to characical arguments. The dynch the exploration of the B has not encoded on the sense of the sense are on the inside of the sense of the sense are on the inside of the sense of the sense are on the inside of the sense of the sense are on the inside of the sense of the sense are on the inside of the sense are on the inside of the sense of the sense are on the inside of the sense of the sense are on the inside of the sense of the sense are on the inside of the sense of the sense are on the inside of the sense of the sense are on the inside of the sense of the sense are on the inside of the sense of the sense of the sense are on the inside of the sense of the sense are on the inside of the sense of the sense are on the inside of the sense are on the inside of the sense are on the inside of the sense of the sense are on the inside of the sense are on the sense are

the must and the proof mass on essewhere. the outside. The configuration was are much indebted to Dr. Jerry Donohus for of the sugar and the atoms constant advice and criticism, especially on inter-near it is close to Furberg's atomic distances. We have also been stimulated by 'standard configuration', the a knowledge of the general nature of the unpublished sugar being roughly perpendi-cular to the attached base. There Wilkins, Dr. B. E. Franklin and their co-workers at

adjacent residues in the same chain, so that the structure repeats after 10 residues on each chain, that for Infantile Paralysis is, after 34 A. The distance of a phosphorus atom from the fibre axis is 10 A. As the phosphates are on Medical Research Council Unit for the the outside, cations have easy access to them. Study of the Molecular Structure of Biological Systems, The structure is an open one, and its water content rather high. At lower water contents we would Cavendish Laboratory, Cambridge ect the bases to tilt so that the structure could soome more compact. The novel feature of the structure is the manner in which the two chains are held together by the

is a residue on each chain every 3-4 A in the z-direct

tion. We have assumed an angle of 36° between

the other a pyrimidine for bonding to occur. The

hydrogen bonds are made as follows : purine position

1 to pyrimidine position 1; purine position 6 to

I to pyrimidine position 1; purifie position 6 to pyrimidine position 6. If it is assumed that the bases only occur in the

structure in the most plausible tautomeric forms (that is, with the koto rather than the end) con-

figurations) it is found that only specific pairs of

(purine) with thymine (pyrimidine), and guanine (purine) with cytosine (pyrimidine). In other words, if an adenine forms one member of

a pair, on either chain, then on these assumptions

single chain does not appear to be restricted in any

way. However, if only specific pairs of bases can be formed, it follows that if the sequence of bases or

one chain is given, then the sequence on the other chain is automatically determined.

It has been found experimentally^{1,4} that the ratio of the amounts of adenine to thymine, and the ratio

of guaine to cytosine, are always very close to unity for deoxyribose nucleic acid.

It is probably impossible to build this structure

The previously published X-ray data¹⁴ on deoxy.

compatible with the experimental data, but it must be regarded as unproved until it has been checked

with a ribose sugar in place of the deoxyribose, as the extra oxygen atom would make too close a van der Waals contact.

bases can bond together. These pairs are : adening

Pauling, L., and Corey, R. B., Nature, 171, 846 (1963); Proc. U.S. Nat. Acad. Sci., 39, 84 (1983). Not. A083. Acta Dev. 59 (1963).
 Yurberg, S., Acta Chen. Scand., 6, 634 (1952).
 Chargaff, E., for references see Zamenhof, S., Erawerman, Chargaff, E., Kicchin, et Ricohns. Acta, 9, 402 (1952). purine and pyrimidine bases. The planes of the bases are perpendicular to the fibre axis. They are joined Wyatt. G. R., J. Gen. Physiol., 26, 201 (1952) together in pairs, a single base from one chain being hydrogen-bonded to a single base from the other Astbury, W. T., Symp. Soc. Exp. Biol. 1, Nucleic Acid, 66 (Camb ⁴ Wilkins, M. H. F., and Randall, J. T., Biochim. et Biophys. Act 10, 192 (1993). chain so that the two lie side by side with identical z-co-ordinates. One of the pair must be a purine and

Molecular Structure of Deoxypentose

April 2.

Nucleic Acids WHILE the biological properties of deoxypentose

King's College, London. One of us (J. D. W.) has been aided by a fellowship from the National Foundation

nucleic acid suggest a molecular structure con-taining great complexity, X-ray diffraction studies described here (cf. Astbury¹) show the basic molecular configuration has great simplicity. The purpose of this communication is to describe, in a preliminary way, some of the experimental evidence for the polynucleotide chain configuration being helical, and existing in this form when in the natural state. A fuller account of the work will be published shortly. The structure of deoxypentose nucleic acid is the The arretures of deloxypendoes intesics lead us to the the deby being to reproduce the unitesity durifutions during the considenable in mode particular extended or in the deby being the reproduce the unitesity durifution colls, and in purified nucleates. The same linear group oplynucleated chains may pack to greater parallel in different ways to give expanding ⁴, emi-crystallose or nucleation the different on pattern. First, if the same that the same transfer of the same transfer on the same transfer of the same transfer on the same transfer of the same transfer diffraction photograph consists of two regions, one determined largely by the regular spacing of nucleo-diffraction pattern is modified by the form factor tides along the chain, and the other by the longer spacings of the chain configuration. The sequence of a series of points on a radius at right-angles to the different nitrogen bases along the chain is not made the interval of the chain sectored to the second to

helices of different diameter passing through each point are the same. Summation of the corresponding visible Oriented paracrystalline deoxypentose nucleic acid (structure B' in the following communication by Franklin and Goaling) gives a fibre diagram as shown in Fig. 1 (cf. ref. 4). Astbury suggested that the strong 3-4-A. reflexion corresponded to the internucleotide repeat along the fibre axis. The ~ 34 A. layer lines, however, are not due to a repeat of a polynucleotide composition, but to the chain con-iguration repeat, which causes strong diffraction as the nucleotide chains have higher density than the interstitial water. The absence of reflexions on or near the meridian immediately suggests a helical structure with axis parallel to fibre length.

Diffraction by Helices continuous helix gives a scries of layer lines of spacing

presponding to the helix pitch, the intensity dis tribution along the nth layer line being proportional to the square of J_a. the nth order Bossel function.

A straight line may be drawn approximately through

It may be shown (also Stokes, unpublished) that the intensity distribution in the diffraction pattern of a series of points equally spaced along a helix is riven by the squares of Bessel functions. A uniform

NATURE

D. WATSON

F. H. C. CRICK

April 25, 1953 Vol. 171

a given radius being pro-tenth layer line similar fo

Fig. 1. Fibre diagram of decxypentose nucleic acid from B. coli Fibre axis vertical

the innermost maxima of each Bessel function and

the origin. The angle this line makes with the equato

is roughly equal to the angle between an element of the helix and the helix axis. If a unit repeats n times

along the helix there will be a meridional reflexion (J_a^{\pm}) on the nth layer line. The helical configuration

produces side-bands on this fundamental frequency the effect⁵ being to reproduce the intensity distribution

about an axis parallel to the helix axis, the who

Bessel functions gives reinforcement for the inne

~900 words (+70 words credits) 6 references

 \sim 10000 citations Nobel prize for physiology and medicine 1962



Watson, J. D., & Crick, F. H. C. (1953). Molecular structure of nucleic acids. Nature, 171, 737-738. https://doi.org/10.1038/171737a0

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Writing style: Brief and concise

- avoid wordiness and redundancy
 - they were both alike
 - a total of 68 participants
 - four different groups saw
 - has been previously found
 - small in size
 - period of time
 - at the present time
 - the reason is because
 - very close to significance
 - based on the fact that

Which passages parts of those expressions are too wordy or redundant?

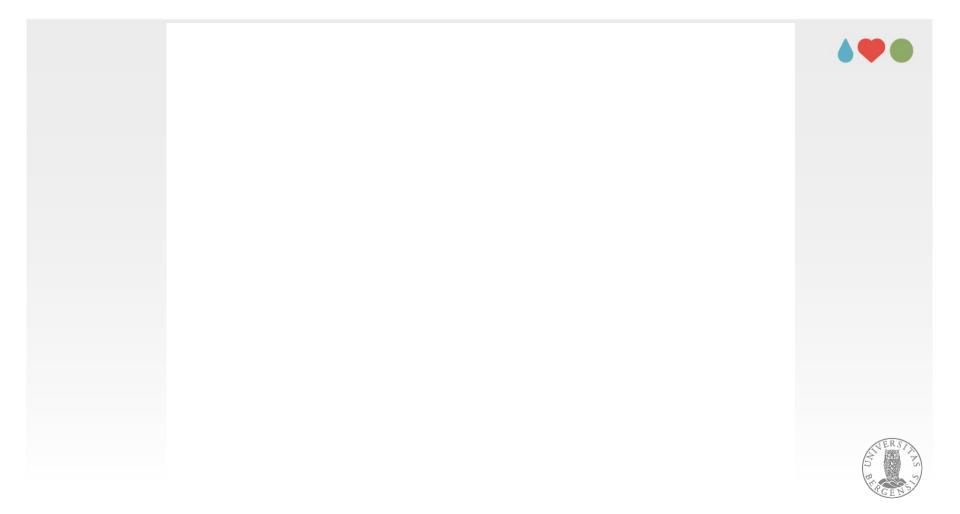




Writing style: Brief and concise

- avoid wordiness and redundancy
 - they were both alike
 - a total of 68 participants
 - four different groups saw
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 - small in size
 - period of time
 - at the present time \rightarrow now
 - the reason is because
 - very close to significance
 - based on the fact that \rightarrow because







Writing style: Language

• use of past and present

past: for everything that (a) you or your participants did in your study; or (b) has been done and written about in the literature **present:** when talking about (a) findings in front of the reader; or (b) conclusions that were/are true

- avoid sexist connotations
 "policeman" → "police officer"; "chairman" → "chairperson"
 - "they" or "their" is endorsed as a gender-neutral pronoun
- avoid "labelling" and use accepted designations "schizophrenics" → "people diagnosed with schizophrenia" "homosexuals" → gay men, lesbians, transgender people PAGE 41



Mechanics of style *Chapter 6*

SEVENTH EDITION **anua** of the American Psychological Association



Mechanics of style: Period (.)

- + to end a complete sentence: ...ends here.
- + initials of names: J. R. Smith
- + for Latin abbreviations: cf., i.e., vs., ...
- + for reference abbreviations: Vol. 1, p. 6, pp. 7-9
- acronyms: APA, SSB, ...
- US state names: NY; Washington, DC
- measurement abbreviations (ISO): cm, kg, min (but: in. = inch)
- web addresses in text («look up https://www.apa.org.»
 - \rightarrow «look up the APA website (https://www.apa.org).»)





Mechanics of style: Comma (,)

- + in series of 3 and more items: «the height, width, or depth»
- + after an *introductory phrase*: «*In this section*, we discuss...»
- + to set off a nonessential or nonrestrictive clause: «fearful faces, which are rarely seen in everyday life, convey...»
- + statistics adjacent to parentheses: «F(2, 71) = 3.38, p < .04»
- + to set off the year in dates: «April 18, 1992, was the date...»
- + to set off the year in reference citations: (Patrick, 1993)
- + to separate groups of three digits: 1,000 = one thousand
- to separate parts of measurements: 8 years 2 months; 3 min 41 s





Mechanics: Quotation marks ("" ")

- + for irony, invented expressions, labels (only first time usage): the "good-outcome" variable ... the value of the good-outcome variable; what is considered as "normal" behaviour...
- + to set off the title of an article in the text: Riger's (1992) article, "Epistemological debates, ...", was cited...
- + to reproduce materials or instructions: The first item was "could be expected to..."
- for anchors of a scale (use *italics*): ranging from 1 (*all*) to 5 (*never*)
- to highlight technical terms: compared to *meta-analysis*, a ...





Mechanics: Quotation marks (""")

- use double quotation marks to enclose quotations in text The "placebo effect" disappeared... but single quotation marks to mark quotations within a quote Miele (1993) found that "the 'placebo effect' disappeared..."
- don't use "" at begin or end of block quotations (> 40 words): Miele (1993) found:

The "placebo effect" disappeared when... (p. 276). Block quote (contd.). ... Block quote (contd.). ...

In another study... (next sentence after block quotation)





Mechanics of style: Parentheses ()

- + to set off independent elements
- + to introduce abbreviations
- + for letters/numbers in enumerations
- + to set off reference citations in text
- + to enclose the citation or page of a direct quotation
- + to enclose statistical values / degrees of freedom
- within parentheses (...(...)), use ([])
- not back to back, use ;

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Examples:

were statistically significant (see Figure 5).
...the galvanic skin response (GSR).
...including: (a) synonyms ..., (b)
descriptors ..., and (c) symptoms ...
Dumas and Dore (1991) reported ...

described elsewhere (Hong & O'Neil, 1992)

The author stated "the effect disappeared..." (Lopez, 1993, p. 311).

This effect was significant (p = .031). t(75) = 2.19 / F(2, 116) = 3.71

Not: (the galvanic response (GSR)). But: (the galvanic response [GSR]). Not: (e.g., optimism) (Cantor, 1986). But: (e.g., optimism; Cantor, 1986).





Mechanics of style: Brackets []

! use brackets infrequently

- + to enclose the limits of a confidence interval (CI)
- + to enclose material inserted in a quotation not by the original writer within parentheses
- don't use them if commas are sufficient to set off statistics that include parentheses

Examples:

95% CIs [-7.2, 4.3] and [9.2, 12.4].

"when [his and others'] behavior were studied" (Hanisch, 1992, p. 24). (The results of the control group [n = 8] are also reported in Figure 2.)

Not: (as Imai [1990] has concluded). But: (as Imai, 1990, has concluded).

Not: significant (t[75] = 7.4, p < .01). Not: significant [t(75) = 7.4, p < .01]. But: significant, t(75) = 7.4, p < .01.





Mechanics of style: Italics

- ! use italics infrequently
- + titles of books, films etc.
- + introduction of terms, labels etc.
- + words that could be misread
- common foreign phrases
- mere emphasis
- letters used as abbreviations
- + letters used as statistical symbols
- Greek letters
- + journal & volume (not the issue) in reference list

Examples:

The book *The Elements of Style*... The term *backward masking* means... the box labelled *empty* was... the *small* group [label not size] Not: a priori, per se, vis-à-vis, ... Not: is not proposed as a stage theory of developments... Not: inter-trial interval *(ITI)*

Cohen's *d*; *p*-value; df = 3Not: α , β , γ , δ , ε , ...

American Psychologist, 26(1), 46-67.



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Mechanics of style: Abbreviations

- ! use abbreviations sparingly, don't use unfamiliar abbreviations (difficult to remember, especially if used infrequently)
- must be written out when first mentioned: ... heart rate variability (HRV) *Tip: make a table / list of abbreviations for yourself and look for the first occurrence within the text once you finished the draft*
- unless they are common knowledge as abbreviations: IQ, EU, APA, HIV, AIDS, etc. units of measurement: h / hr, min, s, ms, kg, etc. common Latin abbreviations:
 (a) primarily used in parentheses: *cf. = compare, e.g. = for example, etc. = and so forth, i.e. = that is, NB: = please note that..., viz. = namely, vs. = versus*(b) permitted in text: *and others = et al.*





Mechanics of style: Numbers

- use numerals only for 10 and more: In total, five students dropped out. In total, 10 students dropped out.
- use number words to start a sentence: Fifty-five percent of the students completed all tasks, 12% completed three tasks, eight percent...
- use number words for fractions: One fifth of the class. A two thirds majority.
- combine numerals and words to increase clarity: «2 two-way interactions»; «10 seven-point scales»;
 but ranks: "The first two items»; not: "The 1st two items» or: "The first 2 items»

but ranks: «The first two items»; not: «The 1st two items» or: «The first 2 items»

- use a zero before the decimal point only when the statistic / function can exceed
 1: 0.23 cm; Cohen's d = 0.70; 0.48 s
- report exact p values to two or three decimal places: p = .03; write p < .01 for p values less then .01; p = .031; write p < .001 for p values less than .001





Summary

- why scientific findings should be published and why there are standards for scientific presentation
- how a scientific report in psychology should look like
- how to write in a scientific style
- how to present your results
- how to refer appropriately to the work of others
- how to write your own papers and theses
- how the publication process works and how to deal with ethical issues (authorship, plagiarism, etc.) PAGE 52





How / where can you get help?

- https://apastyle.apa.org/; https://apastyle.apa.org/jars
- https://www.unit.no/tjenester/norsk-apa-referansestil
- examples in the APA manual sample papers (pp. 50 – 67)

https://apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers table checklist and examples (pp. 207; 210 – 223) https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-tables figure checklist and examples (pp. 232; 234 – 250) https://apastyle.apa.org/style-grammar-guidelines/tables-figures/sample-figures reference overview and examples (pp. 313 – 352) https://apastyle.apa.org/style-grammar-guidelines/references/examples



Literature

American Psychological Association (Ed.). (2019). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association. https://doi.org/10.1037/0000165-000

Chapters 1 (pp. 3-26), 2 (pp. 29-67), 3 (pp. 71-108), 4 (pp. 111-127), 8 (pp. 253-278), and 9 (pp. 281-309) are mandatory. This book is a reference work and is relevant for term papers, theses, research, etc.

Sternberg, R. J. (Ed.) (2018). Guide to publishing in psychology journals (2nd ed.). Cambridge University Press. https://doi.org/10.1017/9781108304443 Many practical tips on how to write empirical papers and literature reviews.

Rosnow, R. L., & Rosnow, M. (2011). Writing papers in psychology (9th ed.). Cengage Learning.

A good book for students writing term papers in APA-style.

Bem, D. J. (1995). Writing a review article for Psychological Bulletin. *Psychological Bulletin*, *118*, 172-177. https://doi.org/10.1037/0033-2909.118.2.172 Entertaining introduction to the art of article writing



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Thank you very much for your attention!