



**UNIVERSITAS
NASIONAL**
PIONIR PERJBAHAN

Diktat Kuliah Research Methodology

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Kata Pengantar

Puji syukur penulis ucapkan kepada Tuhan Yang Maha Esa atas rahmat-Nya yang telah tercurah, sehingga penulis bisa menyelesaikan Diktat Kuliah Research Methodology ini. Adapun tujuan dari disusunnya diktat ini adalah supaya para mahasiswa dapat lebih memahami metodologi dalam menulis penelitian dengan lebih baik.

Tersusunnya diktat ini tentu bukan dari usaha penulis seorang. Dukungan moral dan material dari berbagai pihak sangatlah membantu tersusunnya diktat ini. Untuk itu, penulis ucapkan terima kasih kepada keluarga, sahabat, rekan-rekan, dan pihak-pihak lainnya yang membantu secara moral dan material bagi tersusunnya diktat ini.

Diktat yang tersusun sekian lama ini tentu masih jauh dari kata sempurna. Untuk itu, kritik dan saran yang membangun sangat diperlukan agar diktat ini bisa lebih baik nantinya.

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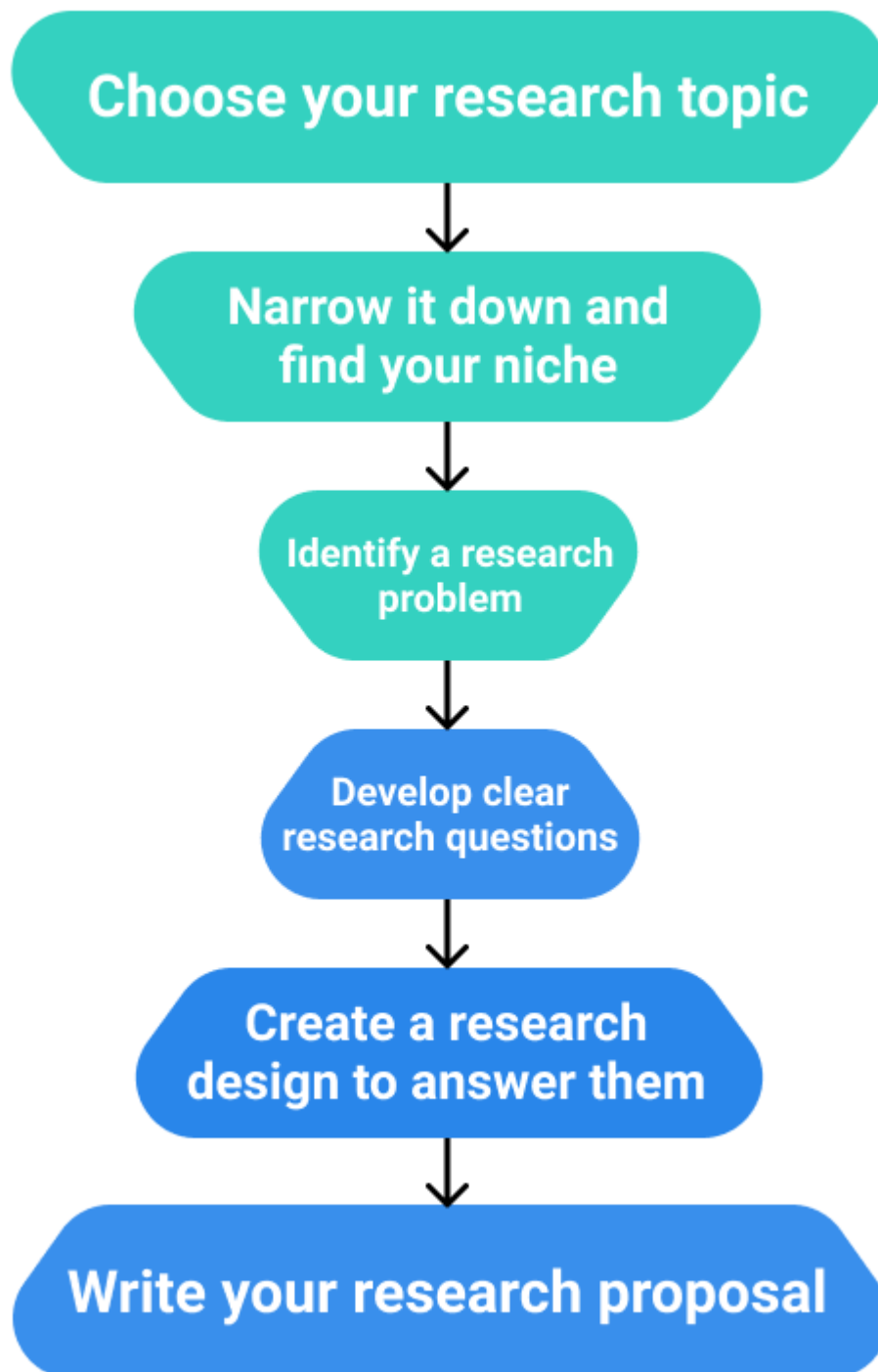
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Contents

Chapter I	Introduction	3
Chapter II	Structure and Outline of A Thesis	7
Chapter III	Writing An Absstract	13
Chapter IV	How to Write A Research Proposal	16
Chapter V	How to Write An Introduction	20
Chapter VI	How to Write A Thesis Statement	25
Chapter VII	Literature Review	27
Chapter VIII	Theoretical Framework	36
Chapter IX	Writing Methodology	40
Chapter X	Research Analysis	47
Chapter XI	Conclusion & Recommendation	50
Chapter XII	A Comprehensive Guide to APA Citations and Format	54
Reference		

CHAPTER I
INTRODUCTION

Starting the Research Process



When you have to write a thesis, it can be hard to know where to begin, but there are some clear steps you can follow.

The research process often begins with a very broad idea for a topic you'd like to know more about. You do some preliminary research to identify a problem. After refining your research questions, you can lay out the foundations of your research design, leading to a proposal that outlines your ideas and plans.

This article takes you through the first steps of the research process, helping you narrow down your ideas and build up a strong foundation for your research project.

Table of contents

1. Choose your topic
2. Identify a problem
3. Formulate research questions
4. Create a research design
5. Write a research proposal

Step 1: Choose your topic

First you have to come up with some ideas. Your thesis or dissertation topic can start out very broad. Think about the general area or field you're interested in – it's often a good idea to choose a topic that you already know a bit about.

Do some reading to begin narrowing down your topic. Look for the top journals in your field and skim through some recent issues. If an article interests you, check the reference list to find other relevant sources.

As you read, take notes and try to identify problems, questions, debates, contradictions and gaps. Your aim is to narrow down from a broad area of interest to a specific niche.

Make sure to consider the practicalities: the requirements of your programme, the amount of time you have to complete the research, and how difficult it will be to access sources and data on the topic. Before moving onto the next stage, it's a good idea to discuss the topic with your thesis supervisor.

Step 2: Identify a problem

So you've settled on a topic and found a niche – but what exactly will your research investigate, and why does it matter? To give your project focus and purpose, you have to define a research problem.

The problem might be a practical issue – for example, a process or practice that isn't working well, an area of concern in an organization's performance, or a difficulty faced by a specific group of people in society.

Alternatively, you might choose to investigate a theoretical problem – for example, an underexplored phenomenon or relationship, a contradiction between different models or theories, or an unresolved debate among scholars.

To put the problem in context and set your objectives, you can write a problem statement. This describes who the problem affects, why research is needed, and how your research project will contribute to solving it.

Step 3: Formulate research questions

Next, based on the problem statement, you need to write one or more research questions. These target exactly what you want to find out. They might focus on describing, comparing, evaluating, or explaining the research problem.

A strong research question should be specific enough that you can answer it thoroughly using appropriate qualitative or quantitative research methods. It should also be complex enough to require in-depth investigation, analysis, and argument. Questions that can be answered with “yes/no” or with easily available facts are not complex enough for a thesis or dissertation.

In some types of research, at this stage you might also have to develop a conceptual framework and testable hypotheses.

Step 4: Create a research design

The research design is a practical framework for answering your research questions. It involves making decisions about the type of data you need, the methods you'll use to collect and analyze it, and the location and timescale of your research.

There are often many possible paths you can take to answering your questions. The decisions you make will partly be based on your priorities. For example, do you want to determine causes and effects, draw generalizable conclusions, or understand the details of a specific context?

You need to decide whether you will use primary or secondary data and qualitative or quantitative methods. You also need to determine the specific tools, procedures, and materials you'll use to collect and analyze your data, as well as your criteria for selecting participants or sources.

Step 5: Write a research proposal

Finally, after completing these steps, you are ready to complete a research proposal. The proposal outlines the context, relevance, purpose, and plan of your research.

As well as outlining the background, problem statement, and research questions, the proposal should also include a literature review that shows how your project will fit into existing work on the topic. The research design section describes your approach and explains exactly what you will do.

You might have to get the proposal approved by your supervisor before you get started, and it will guide the process of writing your thesis.

CHAPTER II

Structure and Outline of a Thesis

A thesis typically consists of abstract, introduction, review of literature, methodology, conclusion and discussion. It consists of 100 to 500 pages depending on your degree-level. A **typically essential thesis outline** follows the following pattern:

- Title
- Title page
- Dedication / Preface / Acknowledgements
- Abstract
- Introduction
- Review of Literature
- Methodology
- Results
- Discussion
- Conclusion
- Bibliography/ Further Readings

However, there are some important elements that constitute the theme and basis of all types of thesis.

GENERAL GUIDELINES FOR WRITING A THESIS PROPOSAL AND STRUCTURE OF A THESIS PROPOSAL

How to Write a Thesis Proposal

Writing a Thesis Proposal is not an easy task at all. There are many dimensions that the writer has to keep in mind while jotting down words for his proposal. Let's have a look at what are the various things that one should know before sitting down to write it.

Taking about particularly, the thesis firstly you have to keep in mind the overall structure of your thesis and assure that your topic is feasible enough to be carried out in the generalized pattern of a structural framework for a thesis.

General Structure of a Research Project

Research Projects' framework includes the following things:

- A particular subject matter is identified.
- What other researchers have done on the topic that is taken into consideration.
- The data is collected from the relevant subjects, in order to solve the particular declared question or problem or hypothesis.
- Using apt established research techniques, the data collected is analyzed by the researcher.
- After this analysis, the results are brought about and they are then interpreted, keeping in mind the statement of problem and the purpose of the project.

The final outcome of this method shall be a thesis that you just completed. The initial goal for you should be that you just determine an exploration topic, realize an exploration mentor, formulate a hypothesis, perceive the background of your project, develop or adapt acceptable ways, and summarize the statement of your project as a thesis proposal. The aim is to progress in a positive direction. Read more on how to work out the problem statement of your thesis.

Guidelines for Writing a Thesis Proposal

The reason for writing a thesis suggestion/proposal is to demonstrate that

1. The thesis topic locates an important intricacy.
2. coordinated plan is in location for collecting or getting facts and figures to help explain the intricacy/problem.
3. Methods of facts and figures for investigation have been recognized and are befitting to the facts and figures set.

If you can summarize these points clearly in a proposal, then you will be able to focus on a study topic and complete it rapidly. A lesser purpose of the proposal/suggestion is to train you in the art of suggestion composing.

Any future vocation, whether it be in industry or academia will require these skills in some pattern.

We are well cognizant that the best laid out study designs may go awry, and that the best accomplished theses sometimes bear only little resemblance to the thesis designed throughout the suggestion. Therefore, when evaluating a thesis suggestion, you are not endeavoring to guarantee that you have apparently recounted a sure-fire research task with 0% risk of malfunction. (If there was no risk of malfunction, it wouldn't be research.)

Instead, what we're involved in glimpsing inside the fact that whether you have a clear handle on the method and structure of study as it's performed by your discipline. If you can present a clear and reasonable thesis idea, if you can apparently concern it to other relevant literature, if you can justify its implication, if you can recount a method for investigating it, and if you can fester it into a series of steps that lead in the direction of a reasonable deduction, then the thesis proposal/suggestion is a achievement despite of if you modify or even scrap the genuine idea down the line and start off in a distinct main heading. What a thriving thesis suggestion demonstrates is that, regardless of the eventual concept you pursue, you know the steps engaged in rotating it into a thesis.

Structure of a Thesis Proposal

The structure is very alike to that of a thesis or a scientific paper. You will be adept to use a large part of the material of the thesis proposal/suggestion in your actual thesis. Of course, the state of the one-by-one tasks at the end will vary. Your thesis suggestion should have the following elements in this alignment:

- Comprises short, descriptive name of the proposed thesis task (should be equitably self-explanatory)
- And author, organization, department, research mentor, mentor's institution, and designated day of consignment

1. Abstract

- The abstract is a short abstract of your thesis proposal/suggestion
- Its length should not exceed 200 to 300 words
- Give a diminutive prologue to the topic
- Make the key statement of your thesis
- Give an abstract of how you want to address the topic
- Include a likely implication of your work, if effectively accomplished

2. Table of Contents

- Register all headings and subheadings with sheet figures
- Indent subheadings

3. Introduction

- This part sets the context for your suggested task and must arrest the reader's interest
- Interpret the backdrop of your study starting from a broad image constricting in on your research inquiry
- Reconsider what is known about your research theme as far as it is relevant to your thesis
- Cite relevant quotations
- The foreword must be at a stage that makes it very simple to understand for readers with a general science backdrop.

4. Thesis Declaration

- In a twosome of sentences, state your thesis
- This declaration can take the pattern of a hypothesis, study inquiry, task statement, or aim statement
- The thesis declaration ought to confine the essence of your proposed task and furthermore help to put boundaries around it

5. Approach/Methods

This section contains a general description of your approaches, matter, and methodologies

1. What methods will be utilized?
2. How will data be collected and investigated?
3. What components will be utilized?

The following are the things you need to talk about in this section:

- Encompass computed results, method, equipment, and calibration graphs
- Give detail of restraints, suppositions, and assortment of validity
- Citations should be limited to facts and figures causes and more entire descriptions of methods
- Do not include outcomes and consideration of outcomes here
- Mention initial outcomes and consideration
- Present any results you currently have obtained
- Talk about how they fit in the framework of your thesis
- Work design including time table
- Recount what you plan to do until culmination of your thesis task
- Register the stages of your task in a table format
- Show deadlines you have set for completing each stage of the project, encompassing any work you have currently accomplished
- Talk about any particular challenges that need to be overcome

6. Significances of Research

- What new information will the proposed task make that we do not already know?
- Why is it worth understanding?
- What are the foremost significances?

7. Register of References

- Cite all notions, text, facts and figures that are not your own
- If you make a declaration, back it up with your own facts and figures or a quotation
- All quotations cited in the text must be recorded
- Cite single-author quotations by the last name of the author (followed by designated day of the publication in parenthesis) For Example, “(Tannen, 2004)”
- Cite double-author quotations by the surnames of both authors (followed by date of the publication in parenthesis) For Example, “(Brown and Wilson, 1990)”
- Cite more than double-author references by the last name of the first scribe pursued by et al. and then the date of the publication For Example, Wilson, O’Brien and Hays would be: (Wilson et al., 1994)
- Cite bulletin items using the newspaper title and designated day, for example (New York Times, 2/1/12)
- Do not use footnotes
- Register all references cited in the text in alphabetical order using the suitable format for distinct types of material.

CHAPTER III

WRITING AN ABSTRACT

An abstract is a short summary of your research paper, usually about a paragraph (6-7 sentences, 150-250 words) long. A well-written abstract serves multiple purposes:

- an abstract lets readers get the gist or essence of your paper or article quickly, in order to decide whether to read the full paper;
- an abstract prepares readers to follow the detailed information, analyses, and arguments in your full paper;
- and, later, an abstract helps readers remember key points from your paper.

THE CONTENTS OF AN ABSTRACT

Abstracts contain most of the following kinds of information in brief form. The body of your paper will, of course, develop and explain these ideas much more fully. As you will see in the samples below, the proportion of your abstract that you devote to each kind of information—and the sequence of that information—will vary, depending on the nature and genre of the paper that you are summarizing in your abstract. And in some cases, some of this information is implied, rather than stated explicitly. *The Publication Manual of the American Psychological Association*, which is widely used in the social sciences, gives specific guidelines for what to include in the abstract for different kinds of papers—for empirical studies, literature reviews or meta-analyses, theoretical papers, methodological papers, and case studies.

Here are the typical kinds of information found in most abstracts:

1. the **context** or background information for your research; the **general topic** under study; the **specific topic** of your research
2. the **central questions** or statement of the **problem** your research addresses

3. **what's already known** about this question, what **previous research** has done or shown
4. the main **reason(s)**, the exigency, the **rationale**, the **goals** for your research—Why is it important to address these questions? Are you, for example, examining a new topic? Why is that topic worth examining? Are you filling a gap in previous research? Applying new methods to take a fresh look at existing ideas or data? Resolving a dispute within the literature in your field?
5. your research and/or analytical **methods**
6. your main **findings, results, or arguments**
7. the **significance or implications** of your findings or arguments.

Your abstract should be intelligible on its own, without a reader's having to read your entire paper. And in an abstract, you usually do *not* cite references—most of your abstract will describe what *you* have studied in your research and what *you* have found and what *you* argue in your paper. In the body of your paper, you will cite the specific literature that informs your research.

WHEN TO WRITE YOUR ABSTRACT

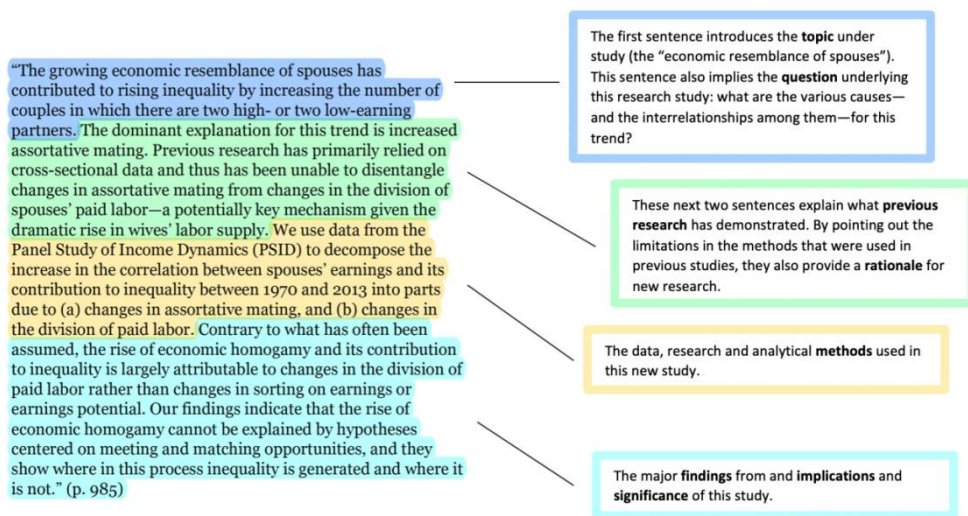
Although you might be tempted to write your abstract first because it will appear as the very first part of your paper, it's a good idea to wait to write your abstract until *after* you've drafted your full paper, so that you know what you're summarizing.

CHOOSING VERB TENSES WITHIN YOUR ABSTRACT

The **social science** sample (Sample 1) below uses the present tense to describe general facts and interpretations that have been and are currently true, including the prevailing explanation for the social phenomenon under study. That abstract also uses the present tense to describe the methods, the findings, the arguments, and the implications of the findings from their new research study. The authors use the past tense to describe previous research.

The **humanities** sample (Sample 2) below uses the past tense to describe completed events in the past (the texts created in the pulp fiction industry in the 1970s and 80s) and uses the present tense to describe what is happening in those texts, to explain the significance or meaning of those texts, and to describe the arguments presented in the article.

The **science** samples (Samples 3 and 4) below use the past tense to describe what previous research studies have done and the research the authors have conducted, the methods they have followed, and what they have found. In their rationale or justification for their research (what remains to be done), they use the present tense. They also use the present tense to introduce their study (in Sample 3, “Here we report . . .”) and to explain the significance of their study (In Sample 3, This reprogramming . . . “provides a scalable cell source for. . .”).



CHAPTER IV

HOW TO WRITE A RESEARCH PROPOSAL

A research proposal describes **what** you will investigate, **why** it's important, and **how** you will do the research. The format of a research proposal varies between fields, but most proposals should contain at least these elements:

- Cover page
- Introduction
- Literature review
- Research design
- Reference list

Purpose of a research proposal

As a student, you might have to write a research proposal to get your thesis plan approved.

Research proposal aims

1. **Relevance** : Convince the reader that your project is interesting, original and important
2. **Context** : Show that you are familiar with the field, you understand the current state of research on the topic, and your ideas have a strong academic basis
3. **Approach** : Make a case for your methodology, showing that you have carefully thought about the data, tools and procedures you will need to conduct the research

How long is a research proposal?

The length of a research proposal varies dramatically. A bachelor's thesis proposal can be just a few pages.

Although you write it before you begin the research, the proposal's structure usually looks like a shorter version of a thesis (but without the results and discussion sections).

Title page

Like your thesis, the proposal will usually have a title page that includes:

- The proposed title of your project
- Your name
- Your supervisor's name
- The institution and department

Check with the department if there are any specific formatting requirements.

Abstract and table of contents

If your proposal is very long, you might also have to include an abstract and a table of contents to help the reader navigate the document.

Introduction

The first part of your proposal is the initial pitch for your project, so make sure it succinctly explains what you want to do and why. It should:

- Introduce the topic
- Give background and context
- Outline your problem statement and research question(s)

Some important questions to guide your introduction include:

- Who has an interest in the topic (e.g. scientists, practitioners, policymakers, particular members of society)?
- How much is already known about the problem?
- What is missing from current knowledge?
- What new insights will your research contribute?
- Why is this research worth doing?

If your proposal is very long, you might include separate sections with more detailed information on the background and context, problem statement, aims and objectives, and importance of the research.

Literature review

It's important to show that you're familiar with the most important research on your topic. A strong literature review convinces the reader that your project has a solid foundation in existing knowledge or theory. It also shows that you're not simply repeating what other people have already done or said.

In this section, aim to demonstrate exactly how your project will contribute to conversations in the field.

- Compare and contrast: what are the main theories, methods, debates and controversies?
- Be critical: what are the strengths and weaknesses of different approaches?
- Show how your research fits in: how will you build on, challenge, or synthesize the work of others?

Research design and methods

Following the literature review, it's a good idea to restate your main objectives, bringing the focus back to your own project. The research design or methodology section should describe the overall approach and practical steps you will take to answer your research questions.

Methodology in a research proposal

1. Research type :
 - Will you do qualitative or quantitative research?
 - Will you collect original data or work with primary or secondary sources?
 - Is your research design descriptive, correlational, or experimental?
2. Research type :
 - Will you do qualitative or quantitative research?
 - Will you collect original data or work with primary or secondary sources?

- Is your research design descriptive, correlational, or experimental?

3. **Sources :**

- Exactly what or who will you study (e.g. high school students in New York; Scottish newspaper archives 1976-80)?
- How will you select subjects or sources (e.g. random sampling, case studies)?
- When and where will you collect the data?

4. **Research methods :**

- What tools and procedures will you use (e.g. surveys, interviews, observations, experiments) to collect and analyze data?
- Why are these the best methods to answer your research questions?

Reference list or bibliography

Your research proposal must include proper citations for every source you have used, and full publication details should always be included in the reference list.

To create citations quickly and easily, you can use our free APA citation generator.

CHAPTER V

HOW TO WRITE AN INTRODUCTION

An introduction is the initial part of a research paper and the part that a reader is likely to read first (at least when focusing deeply and reading your paper in detail). Hence, definitions, notions, and some other important information required for understanding the paper are presented/listed here.

Every research paper needs context so that readers can understand why you have created it. This is exactly what you can do in your research paper introduction. Of course, this can mean that your introduction is the hardest part of paper to write first. So, it is essential that you take your time and make sure that you get it right.

The introduction of writing is going to set out your rationale, which is what a research will be based around. Your readers will be able to tell right from the beginning what they are going to be reading about and even whether it interests them.

It is important that you make the beginning of your research paper interesting and engage with your readers from the first line. This will make sure that people continue to read research and learn about what you have found out. In addition, you should also state hypothesis and the way that you think your work will turn out in conclusion. It is crucial that you always include an introduction to your paper.

Writing an Introduction to a Research Paper – What to Include

So, what should you include in your introduction? We will give you a list below so that you can prepare a research paper introduction outline and you can follow this when you are writing.

- Introduce your topic.
- Create some context and background.

- Tell your reader about the research you plan to carry out.
- State your rationale.
- Explain why your research is important.
- State your hypothesis.

What are the parts of introduction in research?

The introduction of a research paper may contain a few other parts/elements such as the chief goal(s) and objectives of the research, a brief but informative outline of the following content, explained, concept definitions, a brief history of the research into the topic, recent related discoveries, etc.).

Start with Announcing Your Topic

The topic is basically the fundament of any writing you prepare. Regarding, from which angle you look at your topic, it will reflect different aspects. It's better to begin with outlining your topic. There is no secret on how to start a research paper intro: you should just state your topic and add some connected with topic issues that bothers you a lot. This is a perfect strategy to intrigue the reader.

It is recommended to start with general info and then narrowing down to some concrete aspects. Try not to deepen into a state of things in the beginning, but explain your view on the topic. If you are going to use some difficult expressions in the central part of an essay, make them clear to any reader and point out their connection with your topic.

Review the Literature

Developing a statement in the main body, you will need some literature sources to refer to. While your idea can sound a bit subjectively, if you maintain it with citations extracted from works of famous scientists, authors or philosophers, you will prove your point. Don't neglect modern time scholars that are being

deeply concerned about the issue or opinion you stated. Introduction should briefly state what the literature will be about.

Stress on Rationale

The rationale is the key element of your beginning. Once you stated the topic, it's time to prove it's very relevant and gives readers food for thought. The rationale serves as an indicator of both – the importance of your essay and attitude to the issue. The rationale should be laconic and precise to show the reader the significance of your research.

State Your Thesis

Thesis statement marks the conclusive part of the introduction for research paper or research summary and transition to the actual research. This sentence supports all the things you have written before and collects all your ideas in a logical and concise saying. If your subject is too complicated, you should make thesis statement comprehensible with it. The thesis is what runs through your complete essay, that's why the intro where a thesis is stated sets the tone for the entire paper.

Your thesis should:

- Give general info on topic
- Be engaging and precise
- Reflect the significance of raised issue

If all these are ready, the only thing left is to make the outline for research paper structure.

Conclude With the Outline

When all the important work is done, it's time for the outline of the research paper's structure. Not every mentor requires an essay structure overview

in the introduction, but sometimes students are asked to stress on few aspects of their future research. This is not about the detailed depiction of every part of your work. The outline is a short paragraph, which consists of 3 or 4 sentences and represents your plan of the entire paper. You can also look for some essay introduction example to grab some ideas.

View an Example of an Introduction in Research Paper

Sometimes, it is best to view an example of an introduction in a research paper in order to understand it better. Check out our example that we have created:

Did you know that there are currently over 2.3 million Americans incarcerated for their crimes? While it is widely believed that prison should be the punishment for crime, statistics find that 77 percent of prisoners will re-offend once they are released. This suggests that prison is not working to reduce recidivism. My research paper aims to demonstrate that prison does not work as a way to prevent crime and that alternatives should be considered, such as restorative justice and other community sentencing.

Writing Tips for Students who Want to Know all About Introduction

So, how to write an intro for a research paper?

- **Define and Explain Concepts**

Is writing including concepts that are going to be complicated for the average reader to understand? If the answer to this question is yes, this means that you should take the time to explain them as best as you can in your introduction. This includes any jargon or terms that you think will be important to know before reading your findings and analysis.

- **Start with a Quotation**

You want to capture your reader's attention right from the beginning. If you are not sure how to do that effectively, think about including a quotation that captures the heart of topic. This will be particularly true if

your essay is for social subjects, such as English, History, and humanities. This is going to help create a picture in the reader's head, and they will remember this when they are reading your work. Depending on the subject of your paper, this could also include a striking statistic.

- **Communicate your Structure**

Readers need to know not only why you are conducting a particular research topic, but also how you intend to do this. This means that your introduction should set out the structure that will be followed in your article. This will allow a reader to easily navigate between different parts and make sure that it all makes sense. All papers should be organised to ensure that the reader understands everything that is going on and to make your findings valuable.

How do you write a good intro?

Writing a good intro requires matching well the information in it with the rest of the paper – it must “serve” the needs of the rest of the paper. It should introduce the reader smoothly into the topic and facilitate an easy read (without requiring the excessive aid of external sources).

How do you write an introduction for a research paper?

In case you have difficulties starting with the introduction first, a fairly universal advice is to write it last (apart from the thesis, goals, and objectives). Thus, after writing other sections (that have a clearer/ more rigid structure) you'll be able to decide both on the type of content that would match better the rest of your paper but also on the word count you can dedicate to this section.

CHAPTER VI

HOW TO WRITE A THESIS STATEMENT

Before reading a research paper, people usually look at its thesis statement. It helps them to understand if your paper is useful for them. This small sentence can concentrate all the important information about your study: the main idea and the questions that are answered on the pages of your research paper.

You should not underrate the significance of a thesis statement for research paper. People would not read the whole document to understand its main ideas or purpose, and your professor is not an exception – he will take a look at the intro of your research paper and decide whether it is worth to continue reading right away. Thus, it is fair to say that a thesis statement is a key to your project's success!

How to Write a Thesis for a Research Paper?

To write a thesis statement for a research proposal, one should define a relatively narrow question the proposal would focus on, reflect on the specific position/ argument made within the frame of this question/topic, and formulate it clearly and precisely.

To get a general understanding of what it is and how it should look like, search for examples of such statements online – there are lots of samples available for reading and downloading so you can find many suitable examples also you can pay for research paper online and entrust this complicated task to experts. Note that many of samples may be not quite good. Also, note that such samples may not match the type of your task.

An example of a thesis statement goes like this: "The increasing amount of plastic in the ocean starts to seriously affect marine organisms of average and big size".

If you understand what the main goals of your research are, what you want to prove and explain by it, and why you do it, it will be easy to write a research paper thesis statement – just write down the idea of your study and make your thesis statement look like a catchy and informative:

This sentence should also show your position. Let your readers know what your position regarding the subject is, what you think is true, and what you are going to prove, especially if your topic and ideas are very debatable.

Many tutors don't recommend using questions as statements. Even if the whole research paper is full of answers to specific questions. The list is also not a good form for a thesis statement – it is better to use a simple small sentence that describes the general idea and purpose of your investigation.

You can use “A is true because of B” and other standard formulas. Just write down the first version of your thesis statement and revise it as many times as you need through the course of working on your project. If you start writing your research paper from a thesis statement, you will have to proceed with research paper editing. This will only take more of your time! That is why many write my thesis and the whole introduction when they have all the other sections; otherwise, if you look at the introduction after writing the main section, you will see that it requires a revision.

The sentence should be focused. Do not put the information that is not relevant or significant. Try to make it brief but specific, make it clear to help readers understand what your research is about and what your position is.

Make it attention-grabbing! If you strive to engage your readers, a good topic and attention-catching thesis can help you with it because if they are debatable and relevant, it will make your readers want to read further to find out more!

CHAPTER VII

LITERATURE REVIEW

A literature review is a survey of scholarly sources on a specific topic. It provides an overview of current knowledge, allowing you to identify relevant theories, methods, and gaps in the existing research.

Conducting a literature review involves collecting, evaluating and analyzing publications (such as books and journal articles) that relate to your research question. There are five main steps in the process of writing a literature review:

1. **Search** for relevant literature
2. **Evaluate** sources
3. **Identify** themes, debates and gaps
4. **Outline** the structure
5. **Write** your literature review

A good literature review doesn't just summarize sources – it analyzes, synthesizes, and critically evaluates to give a clear picture of the state of knowledge on the subject.

Why write a literature review?

When you write a thesis or research paper, you will have to conduct a literature review to situate your research within existing knowledge. The literature review gives you a chance to:

- Demonstrate your familiarity with the topic and scholarly context
- Develop a theoretical framework and methodology for your research
- Position yourself in relation to other researchers and theorists
- Show how your research addresses a gap or contributes to a debate

You might also have to write a literature review as a stand-alone assignment. In this case, the purpose is to evaluate the current state of research and demonstrate your knowledge of scholarly debates around a topic.

The content will look slightly different in each case, but the process of conducting a literature review follows the same steps.

Step 1: Search for relevant literature

Before you begin searching for literature, you need a clearly defined topic.

If you are writing the literature review section of a thesis or research paper, you will search for literature related to your research problem and questions.

If you are writing a literature review as a stand-alone assignment, you will have to choose a focus and develop a central question to direct your search. Unlike a thesis research question, this question has to be answerable without collecting original data. You should be able to answer it based only on a review of existing publications.

Search for literature using keywords and citations

Start by creating a list of keywords related to your research topic and question.

Some useful databases to search for journals and articles include:

- Your university's library catalogue
- Google Scholar
- JSTOR
- EBSCO
- Project Muse (humanities and social sciences)
- Medline (life sciences and biomedicine)
- EconLit (economics)
- Inspec (physics, engineering and computer science)

Read the abstract to find out whether an article is relevant to your question. When you find a useful book or article, you can check the bibliography to find other relevant sources.

To identify the most important publications on your topic, take note of recurring citations. If the same authors, books or articles keep appearing in your reading, make sure to seek them out.

You can find out how many times an article has been cited on Google Scholar – a high citation count means the article has been influential in the field, and should certainly be included in your literature review.

Step 2: Evaluate and select sources

You probably won't be able to read absolutely everything that has been written on the topic – you'll have to evaluate which sources are most relevant to your questions.

For each publication, ask yourself:

- What question or problem is the author addressing?
- What are the key concepts and how are they defined?
- What are the key theories, models and methods? Does the research use established frameworks or take an innovative approach?
- What are the results and conclusions of the study?
- How does the publication relate to other literature in the field? Does it confirm, add to, or challenge established knowledge?
- How does the publication contribute to your understanding of the topic? What are its key insights and arguments?
- What are the strengths and weaknesses of the research?

Make sure the sources you use are credible, and make sure you read any landmark studies and major theories in your field of research.

The scope of your review will depend on your topic and discipline: in the sciences you usually only review recent literature, but in the humanities you might take a long historical perspective (for example, to trace how a concept has changed in meaning over time).

Take notes and cite your sources

As you read, you should also begin the writing process. Take notes that you can later incorporate into the text of your literature review.

It is important to keep track of your sources with citations to avoid plagiarism. It can be helpful to make an annotated bibliography, where you compile full citation information and write a paragraph of summary and analysis for each source. This helps you remember what you read and saves time later in the process.

You can use our free citation generator to quickly create correct and consistent APA citations or MLA format citations.

Step 3: Identify themes, debates, and gaps

To begin organizing your literature review's argument and structure, you need to understand the connections and relationships between the sources you've read. Based on your reading and notes, you can look for:

- **Trends and patterns (in theory, method or results):** do certain approaches become more or less popular over time?
- **Themes:** what questions or concepts recur across the literature?
- **Debates, conflicts and contradictions:** where do sources disagree?
- **Pivotal publications:** are there any influential theories or studies that changed the direction of the field?
- **Gaps:** what is missing from the literature? Are there weaknesses that need to be addressed?

This step will help you work out the structure of your literature review and (if applicable) show how your own research will contribute to existing knowledge.

Step 4: Outline your literature review's structure

There are various approaches to organizing the body of a literature review. You should have a rough idea of your strategy before you start writing.

Depending on the length of your literature review, you can combine several of these strategies (for example, your overall structure might be thematic, but each theme is discussed chronologically).

Chronological

The simplest approach is to trace the development of the topic over time. However, if you choose this strategy, be careful to avoid simply listing and summarizing sources in order.

Try to analyze patterns, turning points and key debates that have shaped the direction of the field. Give your interpretation of how and why certain developments occurred.

Thematic

If you have found some recurring central themes, you can organize your literature review into subsections that address different aspects of the topic.

For example, if you are reviewing literature about inequalities in migrant health outcomes, key themes might include healthcare policy, language barriers, cultural attitudes, legal status, and economic access.

Methodological

If you draw your sources from different disciplines or fields that use a variety of research methods, you might want to compare the results and conclusions that emerge from different approaches. For example:

- Look at what results have emerged in qualitative versus quantitative research
- Discuss how the topic has been approached by empirical versus theoretical scholarship
- Divide the literature into sociological, historical, and cultural sources

Theoretical

A literature review is often the foundation for a theoretical framework. You can use it to discuss various theories, models, and definitions of key concepts.

You might argue for the relevance of a specific theoretical approach, or combine various theoretical concepts to create a framework for your research.

Step 5: Write your literature review

Like any other academic text, your literature review should have an introduction, a main body, and a conclusion. What you include in each depends on the objective of your literature review.

Introduction

The introduction should clearly establish the focus and purpose of the literature review.

Dissertation literature review

If you are writing the literature review as part of your dissertation or thesis, reiterate your central problem or research question and give a brief summary of the scholarly context. You can emphasize the timeliness of the topic (“many recent studies have focused on the problem of x”) or highlight a gap in the literature (“while there has been much research on x, few researchers have taken y into consideration”).

Stand-alone literature review

If you are writing a stand-alone paper, give some background on the topic and its importance, discuss the scope of the literature you will review (for example, the time period of your sources), and state your objective. What new insight will you draw from the literature?

Body

Depending on the length of your literature review, you might want to divide the body into subsections. You can use a subheading for each theme, time period, or methodological approach.

As you write, you can follow these tips:

- **Summarize and synthesize:** give an overview of the main points of each source and combine them into a coherent whole
- **Analyze and interpret:** don't just paraphrase other researchers—add your own interpretations where possible, discussing the significance of findings in relation to the literature as a whole
- **Critically evaluate:** mention the strengths and weaknesses of your sources
- **Write in well-structured paragraphs:** use transitions and topic sentences to draw connections, comparisons and contrasts

Literature review paragraph example

The example below is taken from the body of a literature review on the relationship between national identity and nature conservation. This paragraph discusses how humanities scholars have approached the concept of wilderness.

1). Early work in environmental humanities tended to take a sharply critical approach to wilderness, focusing on the cultural construction of supposedly 'natural' landscapes. 2). The rise of climate change awareness in the 1980s had been framed by narratives about "the end of nature" (McKibben 1989), in which a once-pristine wilderness is degraded by humans to the point of disappearance. 3). In response to this popular discourse, environmental historian William Cronon critiqued the concept of a pure, pristine nature to be preserved from human influence, arguing that ideas like "wilderness" are themselves

products of particular human cultures and histories. In his influential essay ‘The Trouble with Wilderness’ (1995), Cronon traces how the ideal of untouched wilderness, anxiety over its loss, and the political will to preserve it has been central to American national identity, entwined with religious motifs and colonial frontier mythologies. 4). Following Cronon, the racial and class politics of wilderness preservation was a theme taken up by several scholars in the late 1990s and early 2000s, who researched the material effects of conservation politics on indigenous and rural Americans (Catton 1997; Spence 1999; Jacoby 2001). The US National Park system became the dominant paradigm for analyzing relations between conservation, nationhood and nationalism. 5). **However, this approach has sometimes led to a narrowly US-centric perspective that fails to engage closely with the meanings and materialities of “wilderness” in different contexts.** 6). Recent work has begun to challenge this paradigm and argue for more varied approaches to understanding the socio-political relations between nation and nature.

Notes:

1. **Topic sentence** : Synthesizes the overall approach of the literature that will be discussed in this paragraph.
2. **Background** : Discusses the cultural context that the literature emerged from.
3. **Pivotal publication** : Summarizes an important text that shaped the direction of the field.
4. **Development of the topic** : Synthesizes several publications to illustrate an overall trend.
5. **Critical evaluation** : Points out a general weakness in this body of literature.
6. **Debate** : Highlights a point of debate within the literature, leading onto the discussion of different approaches in the next paragraph.

The example combines the thematic and chronological approaches. This section of the literature review focuses on the theme of wilderness, while the paragraph itself is organized chronologically.

Conclusion

In the conclusion, you should summarize the key findings you have taken from the literature and emphasize their significance.

CHAPTER VIII

THEORETICAL FRAMEWORK

Theories are formulated to explain, predict, and understand phenomena and, in many cases, to challenge and extend existing knowledge within the limits of critical bounding assumptions. The theoretical framework is the structure that can hold or support a theory of a research study. The theoretical framework introduces and describes the theory that explains why the research problem under study exists.

Importance of Theory

A theoretical framework consists of concepts and, together with their definitions and reference to relevant scholarly literature, existing theory that is used for your particular study. The theoretical framework must demonstrate an understanding of theories and concepts that are relevant to the topic of your research paper and that relate to the broader areas of knowledge being considered.

The theoretical framework is most often not something readily found within the literature. You must review course readings and pertinent research studies for theories and analytic models that are relevant to the research problem you are investigating. The selection of a theory should depend on its appropriateness, ease of application, and explanatory power.

The theoretical framework strengthens the study in the following ways:

1. An explicit statement of theoretical assumptions permits the reader to evaluate them critically.
2. The theoretical framework connects the researcher to existing knowledge. Guided by a relevant theory, you are given a basis for your hypotheses and choice of research methods.
3. Articulating the theoretical assumptions of a research study forces you to address questions of why and how. It permits you to intellectually

transition from simply describing a phenomenon you have observed to generalizing about various aspects of that phenomenon.

4. Having a theory helps you identify the limits to those generalizations. A theoretical framework specifies which key variables influence a phenomenon of interest and highlights the need to examine how those key variables might differ and under what circumstances.

Strategies for Developing the Theoretical Framework

I. Developing the Framework

Here are some strategies to develop of an effective theoretical framework:

1. **Examine your thesis title and research problem.** The research problem anchors your entire study and forms the basis from which you construct your theoretical framework.
2. **Brainstorm about what you consider to be the key variables in your research.** Answer the question, "What factors contribute to the presumed effect?"
3. **Review related literature** to find how scholars have addressed your research problem. Identify the assumptions from which the author(s) addressed the problem.
4. **List the constructs and variables** that might be relevant to your study. Group these variables into independent and dependent categories.
5. **Review key social science theories** that are introduced to you in your course readings and choose the theory that can best explain the relationships between the key variables in your study.
6. **Discuss the assumptions or propositions** of this theory and point out their relevance to your research.

A theoretical framework is used to limit the scope of the relevant data by focusing on specific variables and defining the specific viewpoint that the researcher will take in analyzing and interpreting the data to be gathered. It also facilitates the understanding of concepts and variables according to given definitions and builds new knowledge by validating or challenging theoretical assumptions.

II. Purpose

Think of theories as the conceptual basis for understanding, analyzing, and designing ways to investigate relationships within social systems. To that end, the following roles served by a theory can help guide the development of your framework.

- Means by which new research data can be interpreted and coded for future use,
- Response to new problems that have no previously identified solutions strategy,
- Means for identifying and defining research problems,
- Means for prescribing or evaluating solutions to research problems,
- Ways of discerning certain facts among the accumulated knowledge that are important and which facts are not,
- Means of giving old data new interpretations and new meaning,
- Means by which to identify important new issues and prescribe the most critical research questions that need to be answered to maximize understanding of the issue,
- Means of providing members of a professional discipline with a common language and a frame of reference for defining the boundaries of their profession, and
- Means to guide and inform research so that it can, in turn, guide research efforts and improve professional practice.

Just as a research problem in your paper requires contextualization and background information, a theory requires a framework for understanding its application to the topic being investigated. **When writing and revising this part of your research paper, keep in mind the following:**

- **Clearly describe the framework, concepts, models, or specific theories that underpin your study.** This includes noting who the key theorists are in the field who have conducted research on the problem you are investigating and, when necessary, the historical context that supports the formulation of that theory. This latter element is particularly important if the theory is relatively unknown or it is borrowed from another discipline.
- **Position your theoretical framework within a broader context of related frameworks, concepts, models, or theories.** As noted in the example above, there will likely be several concepts, theories, or models that can be used to help develop a framework for understanding the research problem. Therefore, note why the theory you've chosen is the appropriate one.
- **The present tense is used when writing about theory.** Although the past tense can be used to describe the history of a theory or the role of key theorists, the construction of your theoretical framework is happening now.
- **You should make your theoretical assumptions as explicit as possible.** Later, your discussion of methodology should be linked back to this theoretical framework.
- **Don't just take what the theory says as a given!** Reality is never accurately represented in such a simplistic way; if you imply that it can be, you fundamentally distort a reader's ability to understand the findings that emerge. Given this, always note the limitations of the theoretical framework you've chosen i.e., what parts of the research problem require further investigation because the theory inadequately explains a certain phenomena.

CHAPTER IX

WRITING METHODOLOGY

The Methodology section portrays the reasoning for the application of certain techniques and methods in the context of the study.

For your academic article, when you describe and explain your chosen methods it is very important to correlate them to your research questions and/or hypotheses. The description of the methods used should include enough details so that the study can be replicated by other Researchers, or at least repeated in a similar situation or framework.

Every stage of your research needs to be explained and justified with clear information on why you chose those particular methods, and how they help you answer your research question or purpose.

As the Authors, in this section you get to explain the rationale of your article for other Researchers. You should focus on answering the following questions:

- How did you collect the data or how did you generate the data?
- Which research methods did you use?
- Why did you choose these methods and techniques?
- How did you use these methods for analyzing the research question or problem?

The responses to these questions should be clear and precise, and the answers should be written in past tense.

Research Methods and Research Methodology

As an Academic and Author of valuable research papers, it's important not to confuse these two terms.

Research Methodology Definition

Research Methodology refers the discussion regarding the specific methods chosen and used in a research paper. This discussion also encompasses the theoretical concepts that further provide information about the methods selection and application.

In other words, you should highlight how these theoretical concepts are connected with these methods in a larger knowledge framework and explain their relevance in examining the purpose, problem and questions of your study. Thus, the discussion that forms your academic article's research methodology also incorporates an extensive literature review about similar methods, used by other Authors to examine a certain research subject.

Research Method Definition

A Research Method represents the technical steps involved in conducting the research. Details about the methods focus on characterizing and defining them, but also explaining your chosen techniques, and providing a full account on the procedures used for selecting, collecting and analyzing the data.

Important Tips for a Good Methodology Section

The methodology section is very important for the credibility of your article and for a professional academic writing style.

Data Collection or Generation for Your Academic Article

Readers, academics and other researchers need to know how the information used in your academic article was collected. The research methods used for collecting or generating data will influence the discoveries and, by extension, how you will interpret them and explain their contribution to general knowledge.

The most basic methods for data collection are:

Secondary data

Secondary data are data that have been previously collected or gathered for other purposes than the aim of the academic article's study. This type of data is already available, in different forms, from a variety of sources.

Secondary data collection could lead to Internal or External secondary data research.

- Internal secondary data research
 - particularly related to a company or organization, internal sources (such as sales data, financial data, operations-related data, etc.) can be easily attained and re-purposed to explore research questions about different aspects.
- External secondary data research
 - represents a study that uses existing data on a certain research subject from government statistics, published market research reports from different organizations, international agencies (such as IMF, World Bank, etc.), and so on.

Primary data

Primary data represent data originated for the specific purpose of the study, with its research questions. The methods vary on how Authors and Researchers conduct an experiment, survey or study, but, in general, it uses a particular scientific method.

Primary data collection could lead to Quantitative and Qualitative research.

- Quantitative research
 - or empirical-analytical research focuses on a certain research purpose, with its complementary research questions and operational definitions of

the variables to be measured. This type of study uses deductive reasoning and established theories as a foundation for the hypotheses that will be tested and explained.

- Qualitative research

or interpretative research focuses on analytically disclosing certain practices or behaviors, and then showing how these behaviors or practices can be grouped or clustered to lead to observable outcomes. This type of research is more subjective in nature, and requires careful interpretation of the variables.

Readers need to understand how the information was gathered or generated in a way that is **consistent with research practices in a field of study**. For instance, if you are using a multiple choice survey, the readers need to know which questionnaire items you have examined in your primary quantitative research.

For primary research, that involve surveys, experiments or observations, for a valuable academic article, Authors should provide information about:

- Study participants or group participants,
- Inclusion or exclusion criteria

Selecting and Applying Research Methods

Establishing the main premises of methodology is pivotal for any research because a method or technique that is not reliable for a certain study context will lead to unreliable results, and the outcomes' interpretation (and overall academic article) will not be valuable.

In most cases, there is a wide variety of methods and procedures that you can use to explore a research topic in your academic article. The methods section should fully **explain the reasons for choosing a specific methodology or technique**.

Also, it's essential that you describe the specific research methods of data collection you are going to use, whether they are primary or secondary data collection.

For primary research methods, describe the surveys, interviews, observation methods, etc.

For secondary research methods, describe how the data was originally created, gathered and which institution created and published it.

Reasons for Choosing Specific Research Methods

For this aspect that characterizes a good research methodology, indicate how the research approach fits with the general study, considering the literature review outline and format, and the following sections.

The methods you choose should have a clear connection with the overall research approach and you need to explain the reasons for choosing the research techniques in your study, and how they help you towards understanding your study's purpose.

A common limitation of academic articles found in research papers is that the premises of the methodology are not backed by reasons on how they help achieve the aims of the article.

Data Analysis Methods

This section should also focus on information on **how you intend to analyze your results**.

Describe how you plan and intend to achieve an accurate assessment of the hypotheses, relationships, patterns, trends, distributions associated with your data and research purpose.

The data type, how it was measured, and which statistical tests were conducted and performed, should be detailed and reported in an accurate manner.

For explaining the data analysis methods, you should aim to answer questions, such as:

- Will your research be based on statistical analysis?
- Will you use theoretical frameworks to help you (and your Readers) analyze a set of hypotheses or relationships?
- Which data analysis methods will you choose?
- Which other Authors or studies have used the same methods and should be cited in your academic article?

Issues to Avoid

There are certain aspects that you need to pay extra attention in relation to your research methodology section. The most common issues to avoid are:

- **Irrelevant details and complicated background information** that provides too information and does not provide accurate understanding for Readers
- **Unnecessary description and explanations** of basic or well-known procedures, for an academic audience who is already has a basin understanding of the study
- For unconventional research approaches, it is important to provide accurate details and **explain why your innovative method contributes to general knowledge** (save more details for your Discussion/ Conclusion section in which you can highlight your contributions)
- **Research limitations** and obstacles should be described in a separate section (Research Limitations)
- The methodology should include **sources and references that support your choice of methods** and procedures, compared to the literature review that provides a general outlook and framework for your study.

Exercise:

A. Answer these questions about methodology

1. What's the difference between method and methodology?
2. Where does the methodology section go in a research paper?
3. What's the difference between quantitative and qualitative methods?
4. What's the difference between reliability and validity?
5. What is sampling?

B. After you understand methodology and how to write it.

Now please write your research methodology.

CHAPTER X

RESEARCH ANALYSIS

What is Research Analysis

Research analysis is the investigation of a certain research work being performed by any institute, organization, or individual. A research project requires a lot of data collection, observation and, most importantly, the thorough study of every collected document to come to a steady conclusion. The analysis of such a work will naturally be of a serious structure and hence should be performed very carefully. A preliminary knowledge of the actual research project is very important before starting the job of analyzing the particular project. The research analysis document will vary depending on the topic and area of research, but the structure that forms the base of the analysis will remain the same.

Research analysis should start with the presentation of the synopsis of the research project, followed by other essential details and areas of research work. The analysis is to be conducted in such a manner that it brings out the effectiveness and suitability of the project in the respective context of study. The significance and area of work is to be discussed in the analysis, along with the details of various inherent factors to the particular research work.

- Certain parameters of a research analysis include data collection and assessment, validation of data, case study, and other analytical tools, techniques and procedures applied for the study of the research work.
- A research analysis document should include certain essential details such as the title of the research project, name of the candidates, summary of the work, name of commissioning authority for the research analysis, name of analysts, and the date of the analysis.

- The discussion of various parameters and factors considered for research work and their appropriateness forms an important part of the analysis.

Analysis

By the time you get to the analysis of your data, most of the really difficult work has been done. It's much more difficult to: define the research problem; develop and implement a sampling plan; conceptualize, operationalize and test your measures; and develop a design structure. If you have done this work well, the analysis of the data is usually a fairly straightforward affair.

In most social research the data analysis involves three major steps, done in roughly this order:

- Cleaning and organizing the data for analysis (Data Preparation)
- Describing the data (Descriptive Statistics)
- Testing Hypotheses and Models (Inferential Statistics)

Data Preparation involves checking or logging the data in; checking the data for accuracy; entering the data into the computer; transforming the data; and developing and documenting a database structure that integrates the various measures.

Descriptive Statistics are used to describe the basic features of the data in a study. They provide simple summaries about the sample and the measures. Together with simple graphics analysis, they form the basis of virtually every quantitative analysis of data. With descriptive statistics you are simply describing what is, what the data shows.

Inferential Statistics investigate questions, models and hypotheses. In many cases, the conclusions from inferential statistics extend beyond the immediate data alone. For instance, we use inferential statistics to try to infer from the sample data what the population thinks. Or, we use inferential statistics to make judgments of the probability that an observed difference between groups is a dependable one or one that might have happened by chance in this study. Thus,

we use inferential statistics to make inferences from our data to more general conditions; we use descriptive statistics simply to describe what's going on in our data.

In most research studies, the analysis section follows these three phases of analysis. Descriptions of how the data were prepared tend to be brief and to focus on only the more unique aspects to your study, such as specific data transformations that are performed. The descriptive statistics that you actually look at can be voluminous. In most write-ups, these are carefully selected and organized into summary tables and graphs that only show the most relevant or important information. Usually, the researcher links each of the inferential analyses to specific research questions or hypotheses that were raised in the introduction, or notes any models that were tested that emerged as part of the analysis. In most analysis write-ups it's especially critical to not "miss the forest for the trees." If you present too much detail, the reader may not be able to follow the central line of the results. Often extensive analysis details are appropriately relegated to appendices, reserving only the most critical analysis summaries for the body of the report itself.

CHAPTER XI

CONCLUSION & RECOMMENDATION

A student is asked to write many papers during their time in college. However, a **thesis** is the ultimate and most important paper they are supposed to write. A lot depends on their thesis. It is accounted for as their final paper before getting their degrees. There are many **professionals** who stress the importance of writing a good thesis. They tend to focus a lot on the literature and the overall format. The thesis conclusion and recommendation chapter are the most underrated chapters. There's hardly any discussion about them. However, they are equally important. The thesis conclusion and recommendation are of great importance. They are very important and leave a lasting impact on the minds of the readers. Which is why it is extremely important that the thesis conclusion and recommendation chapter are very well written.

What is a conclusion?

- A conclusion is what you will leave with your reader
- It "wraps up" your essay
- It demonstrates to the reader that you accomplished what you set out to do
- It shows how you have proved your thesis
- It provides the reader with a sense of closure on the topic

Structure

- A conclusion is the opposite of the introduction
- Remember that the introduction begins general and ends specific

Conclusion outline

- Topic sentence
 - Fresh rephrasing of thesis statement
- Supporting sentences
 - Summarize or wrap up the main points in the body of the essay

- Explain how ideas fit together
- Closing sentence
 - Final words
 - Connects back to the introduction
 - Provides a sense of closure
- The conclusion begins specific and moves to the general.

Let us get a better understanding of how to write the thesis conclusion and recommendation chapter. But before we get to that, we should have better knowledge of thesis conclusion chapter.

What is a thesis conclusion and recommendation chapter?

A thesis conclusion chapter is not like the conclusions of the rest of the academic papers you write. Unlike most conclusions, a thesis conclusion chapter consists of the overall summary of your **literature**. Whatever you write in your literature, it is written in a concise format in the conclusion. A good thesis conclusion is a blend of all the facts you have written in your main body. It gives you a brief summary of whatever you have written in your main body. A good conclusion is able to explain the entire gist of your thesis without omitting any major facts or figures.

On the other hand, the recommendations consist of all the recommendations you make. These recommendations can mainly be for future researches, government offices, or even corporate offices.

How to write a good thesis conclusion?

Here are a few points you should keep in mind while writing a thesis conclusion and recommendation chapters.

Stick to the question

Keep in mind to provide answers to your research problems in your conclusion chapter. Explain all the problems you have highlighted in the course of

your research. Make sure you provide the readers with answers to these questions with reference to your research. This will satisfy the readers and will leave them with a sense of completeness.

Hypothesis

You must keep in mind to address your hypothesis in your thesis conclusion chapter. There is always a hypothesis a student begins with while writing the thesis. Make sure you either confirm that **hypothesis** or reject it in your conclusion chapter. You must give out a verdict in your conclusion. That is the whole point behind writing it. If you don't give out a verdict, then your entire research is pointless.

Information

You must keep in mind that your conclusion is the summary of your literature. You must not introduce any new information in your thesis conclusion. This will completely confuse all your readers since they will be expecting a verdict on your hypothesis, not a new theory. Not only that, it will also leave a bad impression on their mind.

Say no to examples

Like we've mentioned in the last step, you should not introduce any new facts and information in your conclusion. Introducing new facts in your conclusion will only confuse your readers.

No First Person's

Because your conclusions are all about summarizing all the previously mentioned facts; you must make sure not to use the first person while writing. You are simply drawing a conclusion and giving a verdict considering all the facts you have mentioned in your main body. There is no room whatsoever for personal opinions. Which is why you shouldn't use the first person.

Know the difference between conclusion and result

It is important that you understand the difference between a conclusion and a result. There's a lot of difference between the two. Do not copy your result into the conclusion. In the result section, you write about what you have found while conducting your research. On the other hand, in the conclusion, you discuss your result and deliver a verdict.

Validate your sources

While recommending, you must make sure that your sources are credible and valid. Only recommend genuine sources and literature. Otherwise, it might leave a bad impression on the readers

Assignment:

Now that you have understood all the points, you are capable of writing a good conclusion and recommendation chapter.

Write your research conclusion and recommendation.

CHAPTER XII
A COMPREHENSIVE GUIDE
TO APA CITATIONS AND FORMAT

When you're writing a research paper or creating a research project, you will probably use another individual's work to help develop your own assignment. A good researcher or scholar uses another individual's work in a responsible way. This involves indicating that the work of other individuals is included in your project, which is one way to prevent plagiarism.

Plagiarism? What is it?

The word plagiarism is derived from the Latin word, *plagiare*, which means "to kidnap." The term has evolved over the years to now mean the act of taking another individual's work and using it as your own, without acknowledging the original author. Plagiarism can be illegal and there can be serious ramifications for plagiarizing someone else's work. Thankfully, plagiarism can be prevented. One way it can be prevented is by including citations and references in your research project.

All about citations & references

Citations and references should be included anytime you use another individual's work in your own assignment. When including a quote, paraphrased information, images, or any other piece of information from another's work, you need to show where you found it by including a citation and a reference.

This guide explains how to make them.

APA style citations are added in the body of a research paper or project and references are added to the last page.

Citations, which are called in-text citations, are included when you're adding information from another individual's work into your own project. When you add text word-for-word from another source into your project, or take information

from another source and place it in your own words and writing style (known as paraphrasing), you create an in-text citation. These citations are short in length and are placed in the main part of your project, directly after the borrowed information.

References are found at the end of your research project, usually on the last page. Included on this reference list page is the full information for any in-text citations found in the body of the project. These references are listed in alphabetical order by the author's last name.

An APA in-text citation includes only three items: the last name(s) of the author(s), the year the source was published, and sometimes the page or location of the information. References include more information such as the name of the author(s), the year the source was published, the full title of the source, and the URL or page range.


This is a narrative in-text citation. The author's name is in the text of the sentence. The page number (p. 42) is at the end of the sentence.


Stein (2018) studied whether the early onset of Alzheimer's disease affected individuals younger than 30. His findings revealed that individuals as young as 20 were affected by the disease **(p. 42)**. Another study found similar data, showing that individuals as young as 18 displayed symptoms of the disease **(Tang & Pierce, 2014, p. 231)**. Even though both studies involved individuals in different hemispheres, the results were similar.

This is a parenthetical citation. In parentheses are the last names of the authors, year published, and page number.

**These are the references for the in-text citations in the project.
These references, are listed on the final page, and contain the full
information about each source.**

References

 Tang, F., & Pierce J. W. (2014). Alzheimer's disease in young adults. *Journal on Aging, 14*(3), 220-243.

 Stein, J. (2018). Short-term memory now gone: The unfortunate circumstances related to Alzheimer's disease. *Science and Discovery, 2*(23), 35-57. doi:10.1076/S0068-3942%2801%8900678-6

Why is it important to include citations & references

Including APA citations and references in your research projects is a very important component of the research process. When you include citations, you're being a responsible researcher. You're showing readers that you were able to find valuable, high-quality information from other sources, place them into your project where appropriate, all while acknowledging the original authors and their work.

Common ways students and scholars accidentally plagiarize

Believe it or not, there are instances when students and scholars attempt to include in-text and full references in the appropriate places, but still accidentally plagiarize. Here are some common mistakes to be aware of:

Mistake #1 - Misquoting sources: If you plan to use a direct quote, make sure you copy it exactly as is. Sure, you can use part of the full quote or sentence, but if you decide to put quotation marks around any words, those words should match exactly what was found in the original source.

Here's a line from *The Little Prince*, by Antoine de Saint-Exupéry:

“Grown-ups never understand anything by themselves, and it is tiresome for children to be always and forever explaining things to them.”

Here's an acceptable option:

“Grown-ups never understand anything by themselves,” stated de Saint-Exupéry (1943, p. 3).

Here's a misquote:

“Grown-ups barely ever understand anything by themselves,” stated de Saint-Exupéry (1943, p. 3).

Notice the slight change in the words. The incorrect phrasing is an instance of accidental plagiarism.

Mistake #2 - Problems with paraphrasing: When we paraphrase, we restate information using our own words and writing style. It's not acceptable to substitute words from the original source with synonyms.

Let's use the same sentence from *The Little Prince*.

A correct paraphrase could be:

de Saint-Exupéry (1943) shares various ways adults frustrate children. One of the biggest being that kids have to explain everything. It's too bad adults are unable to comprehend anything on their own (p. 3).

An incorrect paraphrase would be:

de Saint-Exupéry (1943) shares that adults never understand anything by themselves, and it is exhausting for kids to be always and forever clarifying things to them (p.3).

Notice how close the incorrect paraphrase is from the original. This is an instance of accidental plagiarism.

Make sure you quote and paraphrase properly in order to prevent accidental plagiarism.

If you're having a difficult time paraphrasing properly, it is acceptable to paraphrase part of the text AND use a direct quote. Here's an example:

de Saint-Exupéry (1943) shares various ways adults frustrate children. One of the biggest being that kids have to explain everything, and “it is tiresome for children to be always and forever explaining things to them” (p. 3).

Citations & References

The appearance of citations & references

The format for citations varies, but most use this general format:

Author's Last name, First initial. (Date published). *Title*. Retrieved from URL

Researchers and scholars must look up the proper format for the source that they're attempting to cite. Books have a certain format, websites have a different format, periodicals have a different format, and so on

In-text Citations

An APA in-text citation is included in research projects in three instances: When using a direct quote, paraphrasing information, or simply referring to a piece of information from another source.

Quite often, researchers and scholars use a small amount of text, word for word, from another source and include it in their own research projects. This is done for many reasons. Sometimes, another author's words are so eloquently written that there isn't a better way to rephrase it yourself. Other times, the author's words can help prove a point or establish an understanding for something in your research project. When using another author's exact words in your research project, include an APA in-text citation directly following it.

In addition to using the exact words from another source and placing them into your project, these citations are also added anytime you paraphrase information. Paraphrasing is when you take information from another source and rephrase it, in your own words.

When simply referring to another piece of information from another source, also include a citation directly following it.

Citations in the text are found near a direct quote, paraphrased information, or next to a mention of another source.

Here are some examples of APA in-text citations:

“Well, you're about to enter the land of the free and the brave. And I don't know how you got that stamp on your passport. The priest must know someone” (Tóibín, 2009, p. 52).

and

Student teachers who use technology in their lessons tend to continue using technology tools throughout their teaching careers (Kent & Giles, 2017, p. 12).

If including the author's name in the sentence, place the year in the parentheses directly next to his or her name. Add the page number at the end, unless it's a source without any pages or paragraph numbers.

In-text citation APA example:

According to a study done by Kent and Giles (2017), student teachers who use technology in their lessons tend to continue using technology tools throughout their teaching careers.

Here's how to create in-text citations for specific amounts of authors:

APA citation with no author

When the source lacks an author's name, place the title, year, and page number (if available) in the text. The title should be in italics if it sits alone (such as a movie, brochure, or report). If the source is part of a whole (as many web pages and articles are), place the title in quotation marks without italics.

Structure of an APA format citation in the text narratively, with the author's name missing:

Title of Source (Year) or "Title of Source" (Year)

OR

Structure of an APA style format citation, in parentheses at the end of the sentence, with the author's name missing: (Title of Source, Year) or ("Title of Source," Year)

Structure for one author

In the text, narratively: Last name of Author (Year)...(page number).

OR

In parentheses, at the end of the sentence: (Last name of Author, Year, page number).

Structure for two authors

Place the authors in the order they appear on the source. Only use the ampersand in the parenthetical citations. Use 'and' to separate the author names if they're in the text of the sentence.

In the text, narratively: Last name of Author 1 and Last name of Author 2 (Year)...(page number).

OR

In parentheses, at the end of the sentence: (Last name of Author 1 & Last name of Author 2, Year, page number).

Structure for three, four, or five authors

Place the authors in the order they appear on the source. Include all names in the first APA citation.

First in-text citation APA:

Last name Author 1, Last name Author 2, Last name Author 3, Last name Author 4, and Last name Author 5 (Year)...(page number).

OR

(Last name Author 1, Last name Author 2, Last name Author 3, Last name Author 4, Last name Author 5, Year, page number).

For any additional citations in your paper, only include the first author's last name and et al.

(Last name Author 1 et al., Year, page number)

OR

Last name Author 1 et al. (Year)...(page number).

Six or more authors

Only include the first listed author's name in the first and any subsequent citations. Follow it with et al.

(Last name Author 1 et al., Year, page number)

OR

Last name of Author 1 et al. (Year)...(page).

What do you do when you want to cite multiple works by an author, and the sources all written in the same year?

Include the letters 'a' 'b' 'c' and so on after the year in the citation.

(Jackson, 2013a)

OR

Jackson (2013a)

Writers can even lump dates together.

Example: Jackson often studied mammals while in Africa (2013a, 2013b).

On the APA reference page, include the same letters in the full references.

Groups and organizations

Write out the full name of the group or organization in the first citation and place the abbreviation next to it in brackets. If the group or organization is cited again, only include the abbreviation. If it doesn't have an abbreviation associated with it, write out the entire organization's name each and every time.

Example:

First APA citation for an organization with an abbreviation: (World Health Organization [WHO], Year)

OR

World Health Organization (WHO, Year)

Notice in the example directly above, the name of the organization is written out in full in the text of the sentence, and the abbreviation is placed in parentheses next to it.

Subsequent APA citations in the text for an organization with an abbreviation: (WHO, Year) OR WHO (Year)

Reference list citation components

References display the full information for all the citations found in the body of a research project.

Some things to keep in mind when it comes to the references:

- All references sit together on their own page, which is usually the last page(s) of a paper.
- Title the page 'References'
- Place 'References' in the center of the page. Keep the title in the same font and size as the references. Do not italicize, underline, place the title in quotation marks, or increase the font size.
- The entire page is double spaced.

- All references are listed in alphabetical order by the first word in the reference, which is usually the author's last name. If the source lacks an author, alphabetize the source by the title (ignore A, An, or The)
- All references have a hanging indent, meaning that the second line of text is indented in half an inch.
- Remember, each and every citation in the text of the paper MUST have a full reference displayed in the reference list. The citations in the text provide the reader with a quick glimpse about the sources used, but the references in the reference list provide the reader with all the information needed to seek out the source themselves.

Learn more about each component of the reference citation and how to format it in the sections that follow.

Author's names

The names of authors are written in reverse order. Include the initials for the first and middle names. End this information with a period.

Last name, F. M.

Angelou, M.

Doyle, A. C.

Two or More Authors

When two or more authors work together on a source, write them in the order in which they appear on the source, using this format:

Last name, F. M., & Last name, F. M.

OR

Last name, F. M., Last name, F. M., Last name, F. M., Last name, F. M., & Last name, F. M.

Kent, A. G., Giles, R. M., Thorpe, A., Lukes, R., Bever, D. J., & He, Y.

If there are 8 or more authors listed on a source, only include the first 6 authors, add three ellipses, and then add the last author's name.

Roberts, A., Johnson, M. C., Klein, J., Cheng, E. V., Sherman, A., Levin, K. K. , ...Lopez, G. S.

No authors

If the source lacks an author, place the title in the first position in the reference. When the source's title begins with a number (Such as *101 Dalmatians*), place the reference alphabetically as if the number was spelled out. *101 Dalmatians* would be placed in the spot where 'One hundred' would go, but keep the numbers in their place.

Additionally, if the title begins with the words 'A', 'An,' or 'The,' ignore these words and place the title alphabetically according to the next word.

Corporate/Organization authors

On an APA reference page, corporate authors are always written out in full. In the text of your paper, you may have some abbreviations (such as UN for United Nations), but in the full references, always include the full names of the corporation or organization.

Example:

United Nations. (2019). Libya: \$202 million needed to bring life-saving aid to half a million people hit by humanitarian crisis. Retrieved from <https://news.un.org/en/story/2019/02/1031981>

Publication information

Directly after the author's name is the date the source was published. Include the full date for newspapers and magazine articles, and only the year for journals and all other sources. If no date is found on the source, include the initials, n.d. for "no date."

Newspaper:

Narducci, M. (2017, May 19). City renames part of 11th Street Ed Snider Way to honor Flyers founder. *The Philadelphia Inquirer*. Retrieved from <http://www.philly.com/>

Titles

When writing out titles for books, articles, chapters, or other non-periodical sources, only capitalize the first word of the title and the first word of the subtitle. Names of people, places, organizations, and other proper nouns also have the first letter capitalized. For books and reports, italicize the title in the APA citation.

Examples:

Strange case of Dr. Jekyll and Mr. Hyde.

Roots: The saga of an American family.

For articles and chapters in APA referencing, do not italicize the title.

Examples:

Wake up the nation: Public libraries, policy making, and political discourse.

For newspapers, magazines, journals, newsletters, and other periodicals, capitalize the first letter in each word and italicize the title.

Example:

The Seattle Times.

A common question is whether to underline your title or place it in italics or quotation marks in the reference list. Here's a good general rule: When a source sits alone and is not part of a larger whole, place the title in italics. If the source does not sit alone and is part of a larger whole, do not place it in italics.

Books, movies, journals, and television shows are placed in italics since they stand alone. Songs on an album, episodes of television shows, chapters in books, and articles in journals are not placed in italics since they are smaller pieces of larger wholes.

Information about the publication

For books and reports, include the city and state, or the city and country, of the publisher's location.

- Use the proper two-letter state abbreviation from the United States Postal Service.

- Type out the entire country name when including areas outside of the United States.

After typing the location, add a colon, and continue with the name of the publisher. It is not necessary to include the entire name of the publisher. It is acceptable to use a brief, intelligible form. However, if Books or Press are part of the publisher's names, keep these words in the reference. Other common terms, such as Inc., Co., Publishers, and others can be omitted.

For newspapers, journals, magazines, and other periodicals, include the volume and issue number after the title. The volume number is listed first, by itself, in italics. The issue number is in parentheses immediately after it, not italicized. There is no space after the closing parenthesis and before the volume number.

Example:

Giannoukos, G., Besas, G., Hictour, V., & Georgas, T. (2016). A study on the role of computers in adult education. *Educational Research and Reviews*, 11(9), 907-923. <http://dx.doi.org/10.5897/ERR2016.2688>

If the publisher is a college or university, and the location name matches part of the school's information, exclude the publisher information from the APA format citation.

After including the location and publisher information, end this section with a period.

Examples:

London, England: Pearson.

New York, NY: Perseus Books.

Electronic source information:

For online sources, the URL or DOI (Direct Object Identifier) are included at the end of an APA citation.

DOI numbers are often created by publishers for journal articles and other periodical sources. They were created in response to the problem of broken or outdated links and URLs. When a journal article is assigned a DOI number, it is static and will never change. Because of its permanent characteristic, DOIs are the

preferred type of electronic information to include in APA citations. When a DOI number is not available, include the source's URL.

For DOIs, include the number in this format:

<http://dx.doi.org/xxxx>

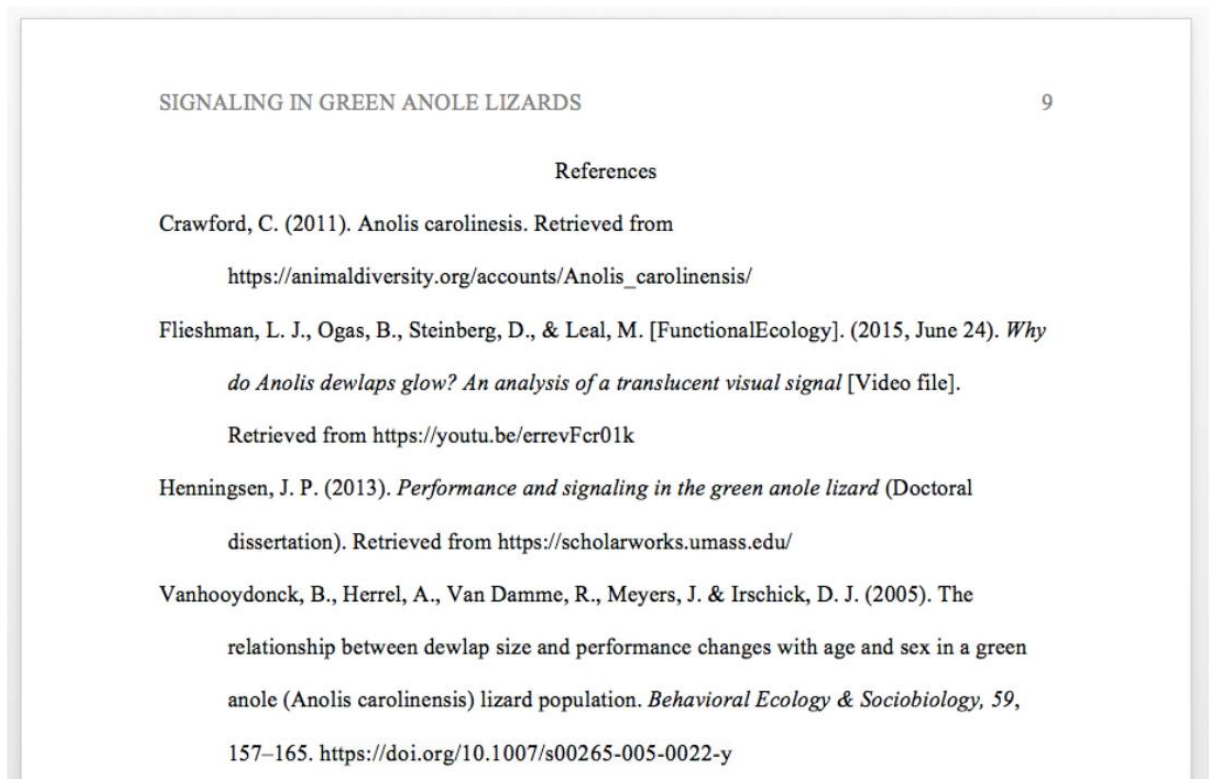
For URLs, type them in this format:

Retrieved from <http://>

Other information about electronic sources:

- If the URL is longer than a line, break it up before a punctuation mark.
- Do not place a period at the end of the citation/URL.
- It is unnecessary to include retrieval dates, unless the source changes often over time (like in a Wikipedia article).
- It is not necessary to include the names of databases

Sample - Reference Page APA:



Citation Examples for Sources

Books:

Print books with one author:

APA citation format:

Author Last name, First initial. Middle initial. (Year Published). *Title of work*.
Location: Publisher.

Example:

Moriarty, L. (2014). *Big little lies*. New York, NY: G. P. Putnam's Sons.

Print books with two or more authors:

Structure:

Last name, First initial. Middle initial., Last name, First initial. Middle initial., &
Last name, First initial. Middle initial. (Date). *Title*. Location: Publisher.

Examples:

Goldin, C. D., & Katz, L. F. (2008). *The race between education and technology*.
Cambridge, MA: Belknap Press of Harvard University Press.

Matthews, G., Smith, Y., & Knowles, G. (2009). *Disaster management in archives,
libraries and museums*. Farnham, England: Ashgate.

Chapters in edited books:

When citing a chapter in an edited book, use the following format:

Structure for chapters in edited books in print:

Last name of chapter author, First initial. Middle initial. (Year published). Chapter
title. In First initial. Middle initial. Last name of Editor (Ed.), *Book title* (pp. xx-
xx). Publishing City, State: Publisher.

Example:

De Abreu, B.S. (2001). The role of media literacy education within social networking
and the library. In D. E. Agosto & J. Abbas (Eds.), *Teens, libraries, and social
networking* (pp. 39-48). Santa Barbara, CA: ABC-CLIO.

Structure for chapters in edited books, found online:

Last name of chapter author, First initial. Middle initial. (Year published). Chapter
title. In First initial. Last name of Editor (Ed.), *Book title* E-reader version.
Retrieved from <http://xxxx>

Include (Nook version), (Kindle version), or another type of e-reader or digital
format version in brackets directly after the book's title. If you did not use a
special type of medium, omit this piece from your reference.

Example:

Lobo, R. F. (2003). Introduction to the structural chemistry of zeolites. In S. Auerbach, K. Carrado, & P. Dutta (Eds.), *Handbook of zeolite science and technology* (pp. 65-89). Retrieved from <https://books.google.com>

If you're still unsure about how to cite a chapter in a book, use Citation Machine's free citation generator to help you. Your citations will automatically format properly for you.

Full versions of E-books:

E-books are generally read either on a website, on an e-reader, or on a database.

Structure:

Author Last Name, First initial. Middle initial. (Year Published). *Title of work* [E-reader version]. <http://dx.doi.org/xxxx> or Retrieved from <http://xxxx>

Example:

Auster, P. (2007). *The Brooklyn follies* [Nook version]. Retrieved from <http://www.barnesandnoble.com/>

To cite your ebooks automatically, use the "Book" form at CitationMachine.com, click "Manual entry mode," and click the "E-book" tab. Everything will be properly formatted following APA bibliography guidelines.

Journal articles in print:**Structure:**

Author Last name, First initial. Middle initial. (Year Published). Title of article. *Title of Periodical*, Volume(Issue), page range.

Example:

Gleditsch, N. P., Pinker, S., Thayer, B. A., Levy, J. S., & Thompson, W. R. (2013). The forum: The decline of war. *International Studies Review*, 15(3), 396-419.

Journal articles online:

- If your source is found online, but there is no DOI provided, you can include the URL instead.

- A **DOI** (digital object identifier) is basically a number that links a source to its location on the Internet. This number isn't always provided, but if it is, you should include it in your citation rather than including a URL.
- Unlike previous editions, APA 6th edition does not require including a retrieval date or date accessed for online sources. A retrieval date is only necessary if the source is likely to change (ex. Wikipedia).

Structure:

Author Last name, First initial. Middle initial. (Year Published). Title of article. *Title of Periodical*, Volume(Issue), page range. <http://dx.doi.org/xxxx> or Retrieved from URL if no DOI

Example:

Burnell, K. J., Coleman, P. G., & Hunt, N. (2010). Coping with traumatic memories: Second World War veterans' experiences of social support in relation to the narrative coherence of war memories. *Ageing and Society*, 30(1), 57-78. <http://dx.doi.org.i.ezproxy.nypl.org/10.1017/S0144686X0999016X>

If you need additional help, the Citation Machine APA reference generator will cite your sources automatically for you.

Newspaper articles in print:

Structure:

Author's Last name, First initial. Middle initial. (Year, Month Day Published). Title of article. *Title of Newspaper*, page range.

Example:

Frost, L. (2006, September 14). First passengers ride monster jet. *The Salt Lake Tribune*, p. A2.

Page numbers: If the article is only one page long, use 'p.' For any articles longer than one page, use 'pp.'

- If an article appears on non-sequential pages, separate each page number with a comma.
- Example: pp. D4, D5, D7-D8

Newspaper articles found online:

Structure:

Author Last name, First initial. Middle initial. (Year, Month Date Published). Title of article. *Title of Newspaper*. Retrieved from newspaper homepage URL

Example:

Whiteside, K. (2004, August 31). College athletes want cut of action. *USA Today*. Retrieved <http://www.usatoday.com>

Magazine articles in print:**Structure:**

Author Last Name, First initial. Middle initial. (Year, Month Published). Title of article. *Title of Magazine, Volume*(Issue), page range.

Example:

Quammen, D. (2008, December). The man who wasn't Darwin. *National Geographic Magazine*, 214(6), 106.

Magazine articles found online:

- Magazine references include the full date, rather than just the year.
- If the issue begins on page 1, include the issue number in parentheses. If not, only include the volume number.

Structure:

Author Last Name, First initial. Middle initial. (Year, Month Published). Title of article. *Title of Magazine, Volume*(Issue). Retrieved from URL

Example:

Pelz, W. (2018, Winter). A basket of dreams for different times. *Fleurieu Living Magazine*. Retrieved from <https://issuu.com/fleurieu-living/docs/flmwinter2018/a/126958>

Websites:

If you're wondering how to cite a website in APA, use the structure below.

Structure:

Author Last Name, First initial. (Year, Month Date Published). Title of webpage. Retrieved from URL

Example of an APA format website:

Austerlitz, S. (2015, March 3). How long can a spinoff like 'Better Call Saul' last? Retrieved from <http://fivethirtyeight.com/features/how-long-can-a-spinoff-like-better-call-saul-last/>

Keep in mind that not all information found on a website follows the structure above. If you're looking at a video on YouTube, refer to the 'YouTube Video'

section. If you're citing a newspaper article found online, refer to 'Newspapers Found Online' section. An APA website citation is strictly for web pages that do not fit better with one of the other categories on this page.

Blogs:

APA format:

Last name, First initial. Middle initial. (Year, Month, Date of blog post). Title of blog post [Blog post]. Retrieved from URL

Example:

McClintock Miller, S. (2014, January 28). EasyBib joins the Rainbow Loom project as we dive into research with the third graders [Blog post]. Retrieved from <http://vanmeterlibraryvoice.blogspot.com>

On the Citation Machine.com form for blogs, you have the option to choose from standard, audio, and video blogs. The Citation Machine.com APA generator will automatically cite blogs for you.

Images found online:

APA citation format:

Creator's Last name. F. M. (Year published). *Title of image* [Format]. Retrieved from URL

In the brackets, describe the type of image to help the reader better understand the source. Was it a [Painting], [Photograph], [Sculpture], or [Drawing]? Believe it or not, even a [Meme] can be used in research projects!

Example:

Chang, H. (2019). *Young dancers perform the Blossoming Flowers Chinese Folk Dance during the 2019 Colorado Chinese New Year celebration at Citypoint Church in Denver* [Photograph]. Retrieved from <https://www.denverpost.com/2019/02/05/chinese-new-year-celebration-photos/>

TV and radio broadcasts:

Structure:

Writer Last Name, First initial. Middle initial. (Writer), & Director Last Name, First initial. (Director). (Year aired). Title of episode [Television or Radio series episode]. In First initial. Producer's Last name (Executive producer), *TV or Radio series name*. City, State of original channel: Channel.

Example:

Lin, K. (Writer), & Coles, J. D. (Director). (2014). Chapter 18 [Television series episode]. In Bays, C. (Executive producer), *House of cards*. Washington, D.C.: Netflix.

If using the Citation Machine citation generator, television and radio broadcasts use the same form.

Films:

Structure:

Producer Last Name, First initial. Middle initial. (Producer), & Director Last Name, First initial. Middle initial. (Director). (Year Released). *Title of film* [Motion picture]. Country of origin: Studio.

Example:

Kurtz, G. (Producer), & Kershner, I. (Director). (1980). *The emperor strikes back* [Motion picture]. United States: 20th Century Fox.

There is the option to automatically cite films found online, in film, and on a database when using the Citation Machine APA citation builder.

Interviews

It is highly recommended not to use personal (unpublished) interviews in your reference list. Instead, this type of source should be formatted as an in-text citation.

In-text citation APA example:

Structure: (Interviewee First initial., Last Name, personal communication, Date Interviewed)

Example: (D. Halsey, personal communication, December 12, 2011)

Published Interviews should be cited accordingly if they appear as journal articles, newspaper articles, television programs, radio programs, or films.

If your instructor requires an APA style citation in the reference list, use the following structure:

Structure:

Last Name, First initial. Middle initial. of Individual being interviewed (Year, Month Day Interviewed). Interview by F. I. Last name [Format of interview].

Example:

Halsey, D. (2011, December 12). Interview by S. L. Ferguson [In-person].

If you are planning on using Citation Machine, a note is displayed above the form stating that personal interviews are not typically cited in text.

If, however, you're using a published interview, rather than a personal interview, follow the structure for the specific source type. For example, if you read the interview in a magazine, use the magazine structure. If you read it on a website, use the website structure. .

Songs & musical recordings found online

**Note: If the name of the songwriter is the same as the name of the recording artist, leave out the bracketed information located after the name of the song.*

Structure:

Last name, First initial. Middle initial. of Songwriter. (Year created). Song title (Recorded by First initial. Middle initial. Last name of the performer's name or the name of the band). On *Album title* (Medium). Retrieved from URL

Example:

Hedfors, A., Ingrosso, S., & Angello, S. (2012). Greyhound [Recorded by Swedish House Mafia]. On *Until now* [Audio file]. Retrieved from <https://open.spotify.com/track/0VffaI2jwQknRrxpECYHsF>

If using the APA Citation Machine, choose the form titled, "Music/Audio," to automatically cite your songs and musical recordings. Our APA citation maker is free and easy to use.

Doctoral dissertations & Master's theses found on a database:

APA format:

Last name, First initial. Middle initial. (Year published). *Title of dissertation or thesis* (Doctoral dissertation or Master's thesis). Retrieved from Name of database. (Accession or Order No. xxxxxxxx).

Example:

English, L. S. (2014). *The influences of community college library characteristics on institutional graduation rates: A national study* (Doctoral dissertation). Retrieved from American Doctoral Dissertations. (37CDD15DF659E63F).

If you found the dissertation or thesis on a website, instead of a database, include the URL at the end of the reference. Do not include the name of the website and the accession or order number.

Example:

Oba, M. (2015). *Adsorption selectivity of cations in constrained environments* (Master's thesis). Retrieved from https://opencommons.uconn.edu/gs_theses/781/

The Citation Machine form for dissertations and theses that will automatically cite this source type for you.

Research Reports:

You'll generally come across two types of research reports: those that are found in peer-reviewed journals and those that aren't. If you're attempting to create a reference for a research article or case study found in a peer-reviewed journal, follow the directions in the "Journal articles" section above.

Research reports that aren't peer-reviewed and are not formally published in a journal fall under the *gray literature* umbrella. *Gray literature* is information that is published by an organization that doesn't mainly publish information. It's not their primary objective. In addition, these groups often do not seek to gain profit from administering and dispersing their research.

A non-profit group sharing a research study into the habits of their donors, a government agency posting an environmental study, or a teacher's union sharing an end of year research report are a few examples of research reports that fall under this category.

Structure:

Author Last Name, First initial. Middle initial. (Year published). *Title of research report* (Report no.) [Format, if an explanation is necessary]. Retrieved from Company or Organization name website: URL

Notes: * If the publisher and author are the same, use Retrieved from URL

Examples:

Boussios, E. & O'Donoghue E. J. (2019). *Potential variability in commodity support: Agriculture risk coverage and price loss coverage programs* (Report no. 267). Retrieved from U.S. Department of Agriculture website:
<https://www.ers.usda.gov/webdocs/publications/93604/err-267.pdf?v=2784.6>

Government Finance Officers Association (2019). *Infrastructure funding in the new budget environment*. Retrieved from
https://www.gfoa.org/sites/default/files/InfraFunding012019_0.PDF

Audio podcasts:

Structure:

Last name, First initial. Middle initial. (Producer). (Year, Month Day). *Title of podcast* [Audio podcast]. Retrieved from URL

Example:

Goodwin, G. (Producer). (2016, February 11). *History extra* [Audio podcast]. Retrieved from <http://www.historyextra.com/podcasts>

YouTube videos:

Structure:

Last name, First initial. Middle initial. [YouTube username]. (Year, Month Day of posting). *Title of YouTube video* [Video file]. Retrieved from URL

APA format example:

Damien, M. [Marcelo Damien]. (2014, April 10). *Tiesto @ Ultra Buenos Aires 2014 (full set)* [Video file]. Retrieved from <https://youtu.be/mr4TDnR0ScM>

Social media:

Facebook posts:

Structure:

Facebook user's Last name, F. M. (Year, Monday Day of Post). Full text of Facebook post [Facebook status update]. Retrieved from URL

Example:

Gomez, S. (2018, May 18). I am at a complete loss for words watching yet another school shooting. This time in my home state of Texas. Congress continues to do absolutely nothing and it's infuriating. My thoughts are with the families of Santa Fe who were supposed to be looking forward to summer break with their loved ones. Please reach out to Everytown for Gun Safety to see what you can do to help be a part of this movement that needs to get even louder (Facebook status update). Retrieved from <https://www.facebook.com/Selena/>

Twitter posts:

Structure:

Account holder's Last name, F. M. (Twitter Handle). (Year, Month Day of Post). Full text of tweet (Tweet). Retrieved from URL

If the account holder's real name is unknown, only include the Twitter handle at the beginning of the reference, without any brackets.

Example:

Edelman, J. (Edelman11). (2018, April 26). Nine years ago today my life changed forever. New England took a chance on a long shot and I've worked relentlessly ever since to prove that it was the right decision. Good luck to all the 2018 prospects. #Tbt #NFLDraft (Tweet). Retrieved from <https://twitter.com/Edelman11/status/989652345922473985>

Instagram posts:

APA citation format:

Account holder's Last name, F. M. (@Instagram handle). (Year, Month Day).
Caption (Instagram photo). Retrieved from URL

Example:

Portman, N. (@natalieportman). (2019, January 5). Many of my best experiences last year were getting to listen to and learn from so many incredible people through Time's Up. But we've only just begun. Here's to continued meaningful change in 2019. @timesupnow #timesup (Instagram photo). Retrieved from https://www.instagram.com/p/BsRD-FBB8HI/?utm_source=igwebcopylink

Page formatting

Need help with the design and formatting of your paper? Look no further! This section provides the ins and outs of properly displaying the information in your APA essay.

- Font = The preference is Times New Roman, 12-point size. Your professor may allow you to choose a different font that is easy to read, such as Arial.
- Indents = Every paragraph should start with an indent.
- Margins = 1 inch around the entire document
- Spacing = Double space everything!

Arrange your pages in this order:

- Page 1 - APA Title Page
- Page 2 - Abstract (If your professor requests one)
- Page 3 - First page of text
- References begin on their own page. Include the list of references on the page after the text.
- Tables
- Figures

Keep in mind that the order above is the recommendation for papers being submitted for peer review. If you're writing a paper for a class, your professor may be more lenient about the requirements. Also, if you're submitting your paper for a specific journal, check the requirements on the journal's website. Each journal has different rules and procedures.

Title Pages:

A title page, sometimes called an APA cover page, graces the cover of an essay or paper. An APA title page should include the following things:

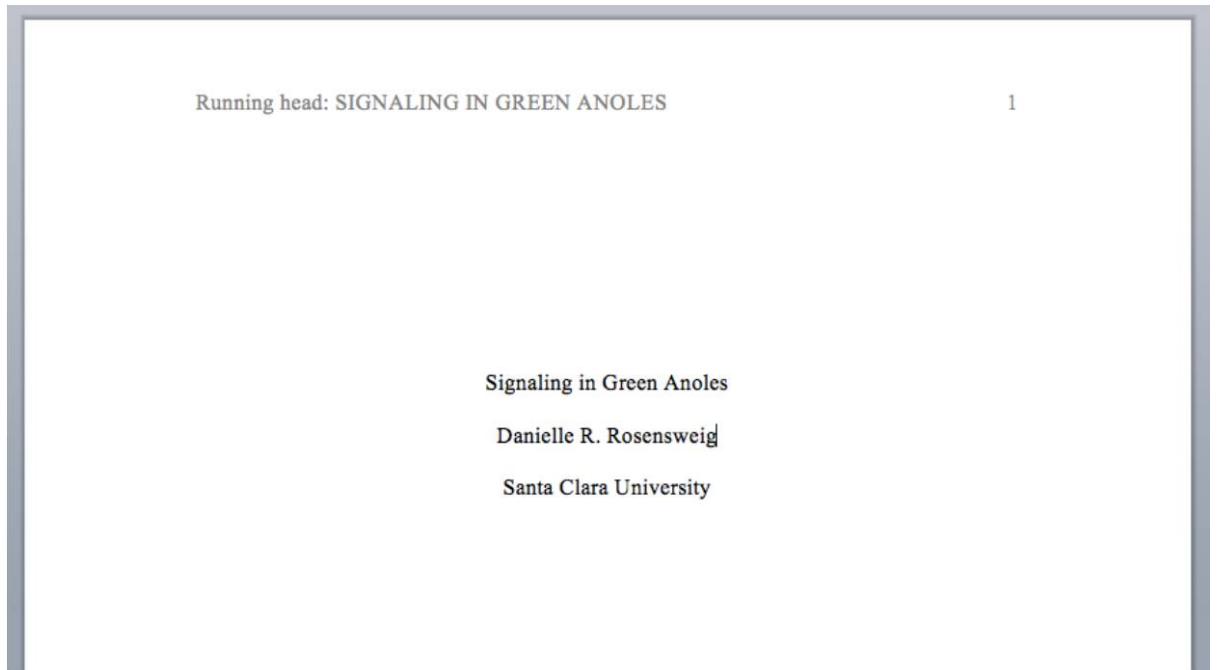
1. The running head
2. The page number, which is page 1
3. The title of your project
 - The title should be under 12 words in length
 - The title should be a direct explanation of the focus of the paper. Do not include any unnecessary descriptors such as “An Analysis of...” or “A Study of...”
4. Names of the authors
 - Exclude any labels such as Mr., Ms., Dr, PhD...
5. The name of the school or institution

Follow the directions for the running head and page number in the section above. Below the running head, a few lines beneath, and centered in the middle of the page, should be the title. The next line below is the author's name(s), followed by the name of the school or institution.

Your teacher may request other information, such as the class name and course number, or your contact information.

All components on this page should be written in Times New Roman, 12-pt. font. In addition, the title should be written without any underlines, bold font, or italics. Also, capitalize the first letter in most words. Double space the title, names, and name of school or institution.

Example - Title Page APA:



If you're submitting your paper to a journal for publication, check the journal's website for exact requirements. Each journal is different and some may request a different type of APA format cover page.

Tables

If your paper includes a lot of numerical information or data, you may want to consider placing it into a table, rather than typing it all out. A simple, organized table filled with numerical data is often easier for readers to digest and comprehend than tons of paragraphs filled with numbers.

If you'd like to include a table in your paper, here are a few key pieces of information to keep in mind:

- Each table sits on its own page, in the back of the paper after the APA reference page.

- The table first mentioned in the text should be titled ‘Table 1.’ The next table mentioned in the text is ‘Table 2,’ and so on.
- Even though each table is numbered, also create a title for each that describes the information it contains. Capitalize all important words in the title.
- Do not use any vertical lines, only horizontal to break up information and headings.
- Single spacing is acceptable to use in tables. If you prefer double spacing your information, that is okay too.
- Do not include extra information or “fluff.” Keep it simple!
- Do not include the same exact information in the paper. Only include the complete information in one area—the table or the text.
- All tables must be referenced in the text. It is unacceptable to throw a table into the back of the paper without first providing a brief summary or explanation of its relevance.

Table 1

Money Towards Cancer Research in 2008

Type	National Cancer Institute	American Cancer Society
Lung	\$247.6 million	\$20.4 million
Breast	\$572.6 million	\$35.5 million
Prostate	\$285.4 million	\$15.8 million
Colorectal	\$273.7 million	\$26 million
Melanoma	\$110.8 million	\$10.3 million

Note. Adapted from “Cancer Research: Where the Funding Goes,” by Everyday Health, updated in 2010, Retrieved from <https://www.everydayhealth.com/cancer/cancer-research-where-funding-goes.aspx>.

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