CHAPTER OBJECTIVES – STUDENTS SHOULD BE ABLE TO:

- Identify the essential components of a typical manuscript and summarize the purpose of each.
- Discuss why the abstract is such an important part of the manuscript.
- List the basic “rules of thumb” for formatting manuscripts using APA style.
CHAPTER OVERVIEW

- What a Manuscript Looks Like
- Nuts and Bolts
WHAT A MANUSCRIPT LOOKS LIKE

- Title Page
- Abstract
- Introduction
- Method
- Results
- Discussion
- References
- Appendices
- Author Note
- Footnotes
- Table Captions
- Tables
- Figure Captions
- Figures

GUNS AND CHEWING GUM

Guns and Chewing Gum: The Perception of Reality of Problem Behaviors in Public Schools

Neil Salkind¹, Douglas Adams, Craig Dermer, Jackie Heinerikson, B. Jones and Erin Nash

University of Kansas
ABSTRACT

A one-sentence statement of purpose
A brief description of participants
A brief description of results
Any conclusions being offered

In a 1994 *New York Times* article, Barry O’Neill traced the evolution of two lists (one from the 1940s and one from the 1980s) of reportedly serious behaviors in the public schools. He found the origins of the list...
INTRODUCTION

- Outlines background of problem
- Helps reader understand problem
- States purpose of study

Guns and Chewing Gum: The Perceptions and Reality of Problem Behaviors in Public Schools

In 1994, Barry O’Neill (O’Neill, 1994) wrote an article that appeared in the Sunday Magazine section of the New York Times, titled “The History of a Hoax.” The article traced the evolution of two lists of the reportedly most serious behaviors in the public schools, one list generated during the 1940s and one list generated during the 1980s.
METHOD

- Describes how the study was conducted
- The most common subheads are
  - Participants—who they were and what special characteristics they had; what instructions were given
  - Instruments—what tests, drugs, computers, etc., were used
  - Data Analysis—how the data were analyzed
The list of behaviors (organized alphabetically) is shown in Table 1. This list was compiled based on interviews with 30 adults, 15 of whom currently teach in the public schools.

RESULTS

- Descriptive statistics
- Outcomes of inferential statistical tests
- References to tables and figures
Tables 2 and 3 represent the same data organized in different ways. Table 2 shows the most serious behaviors ranked by the sample of teachers and nonteachers. Table 3 shows the 13 most serious behaviors listed in alphabetical order and the associated ranks and average “seriousness” score for the total sample, teachers and nonteachers.

**DISCUSSION**

- Evaluation of study
  - How this study relates to past studies
  - What the results mean
- Contributions the study makes
- Implications and limitations
- Results and discussion are sometimes reported together in one section
REFERENCES

- Sources consulted during course of study
- Must be in appropriate format

Level 1 heading

Book reference


References

END MATTER

- Appendices
  - Non-essential but important information
  - Often original data or drawings
- Author Notes
  - Supplementary information
- Footnotes
  - Elaboration on references or other technical points in manuscript

TABLES

- Table Captions—a list of tables to follow and their respective captions
- Tables
  - Text arranged in columns or rows
  - Numbered consecutively
FIGURES

- Figure Captions—identify each of the figures with a number and title
- Figures
  - Actual figures

NUTS AND BOLTS
NUTS AND BOLTS
Some important format rules:
- Type should be readable
- Use 12-point Times Roman or Courier type
- Double-spaced
- One-inch margins
- Use appropriate page numbering
- Indent first line of each paragraph 5–7 spaces
- Type headings according to standards
- One space after all punctuation
- Do not indent the abstract
- Start the list of references on a new page

DID WE MEET THE OBJECTIVES? CAN YOU:

- Identify the essential components of a typical manuscript and summarize the purpose of each?
- Discuss why the abstract is such an important part of the manuscript?
- List the basic “rules of thumb” for formatting manuscripts using APA style?