

Manuscript Guidelines for MUSE26B

Based on APA. (2001). Publication Manual of the American Psychological Association (Fifth ed.). Washington, DC: American Psychological Association.

QUALITY OF CONTENT

- *No amount of skill in writing [or presentation] can disguise research that is poorly designed and managed.*
- After finishing your work you should ask yourself a) “If the report came from another researcher, would you read it? b) Would it influence your [thinking]?”

FUNCTION OF REVIEW ARTICLE

There are many types of scientific reports. Your report is best classified as a Commentary or a Review Article (APA, 2001, p. 7). A Review Article should be viewed as a *tutorial*. It should:

- Define and clarify the problem
- Summarize previous writings in order to inform the reader of the current state of knowledge
- Identify gaps and inconsistencies in knowledge
- Suggest the next step or steps in learning about the problem

NOTES

Length. I’m not going to count the number of words you write, but as a guideline, I’m thinking you should have about 8 ± 2 double-spaced pages (e.g., 12 point font, 1 inch margins). If you write a paper that is too short, it probably lacks sufficient detail. If a paper is too long, shorten it by stating points clearly and directly, confining discussion to the specific points under consideration and by eliminating repetition.

Headings. “Carefully outline the hierarchy of the ideas you wish to present, and use headings to convey the sequence and level of importance. Headings help a reader grasp the article’s organization and relative importance of the parts of the article (p. 10).”

Tone. Scientific writing need not and should not lack style or be dull (APA, 2001, p. 10, ¶4).

Part of the manuscript. All papers should have a title page, Abstract, and Introduction. From there, section headings should mirror your outline.

Expressing ideas. You must use good English and present ideas in an orderly fashion. Writing style information is presented on pp. 31 - 40 of the APA Manual (2001) and, of course, in your Strunck and White (1959) book. Both sources also include sections on grammar (e.g., APA, 2001, pp. 40 - 61) and style (e.g., APA, 2001, pp. 77 - 214).

Citations and references. Citations and references must be accurate and formatted according to APA (2001) standards.

A separate handout will be distributed to address presentations and slide guidelines.