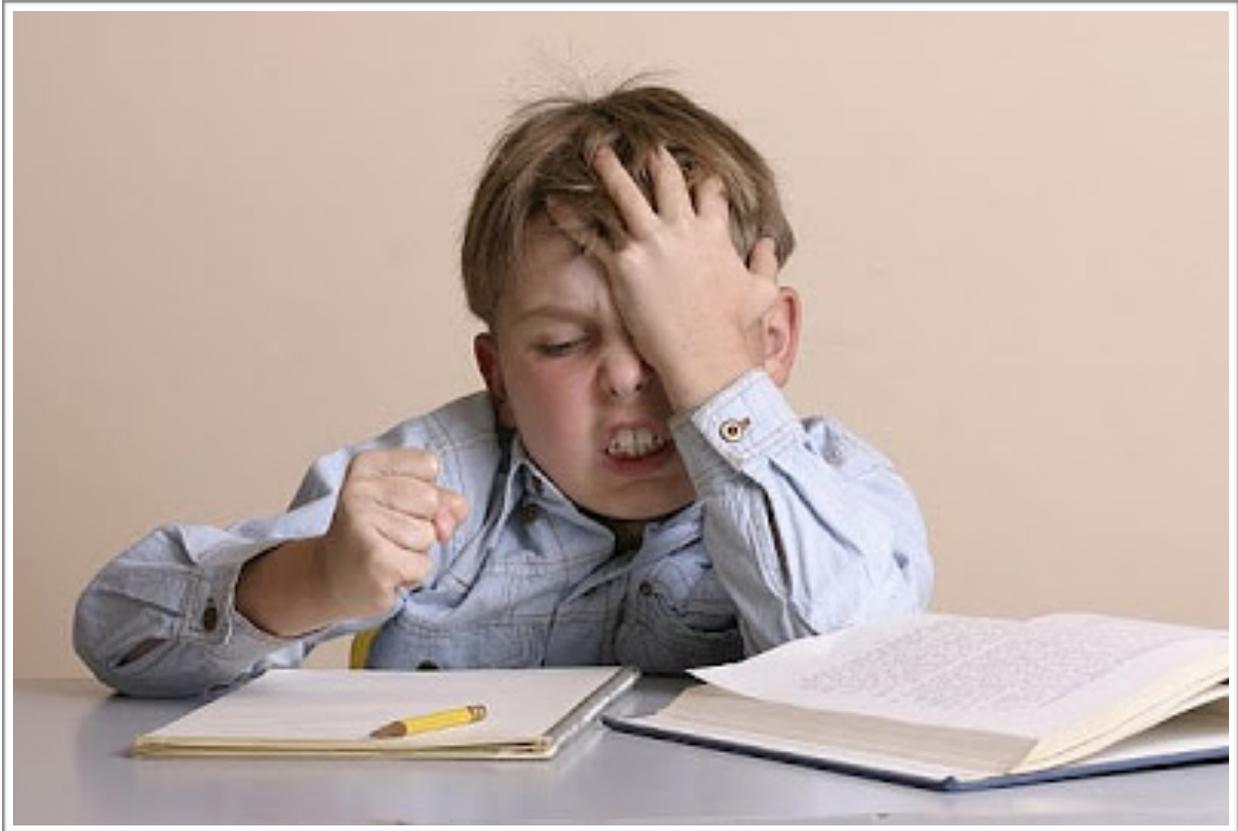


Term Paper Components

Understanding How to Pass Seminar 701 With Style and Ease



Research and Development / Seminar 701

Our Savior Christian Academy

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Creating an APA Title Page

1) The Title

This is the most important part, and should be center aligned, about halfway down the page. This is the full title of the research paper, dissertation or thesis.

2) Personal Details

At the bottom of the page, center aligned, should be your name, your institution and the date of submission.

This is the most variable part of the title page, and you may need to include the name of your supervisor and also the level of paper - dissertation, thesis, and term paper. Check your departmental recommendations.

3) The Running Head

This is a shortened version of the title, no more than 50 characters long, and is the header that you will use at the top of each page. This needs to be left justified.

4) The Page Number

This needs to be made using the header function available in word processing papers. The running header should be separated from the page number by 5 or 7 spaces, and it will appear on every page throughout the document. It must be right aligned.

Sample Title of the Research Project

Your F. Name
Institution Name
May 2013

Abstract

The abstract allows a researcher to evaluate quickly the content of your paper, and judge if it is relevant to their research.

As a result, an abstract needs to convey a complete synopsis of the paper, but within a word tight limit. This strict restriction is where the difficulties lie.

You will be given a maximum word count for an abstract, such as 200 words, and it is **essential** that you remain within this limit.

Writing an abstract includes briefly introducing the general topic of the work and then explaining the exact research question, including the aims. It should then include a brief description of the methodology, the results and the discussion.

You should try to stick to the exact research question answered, and avoid including your own personal interpretations.

Sample: Advertisers are always touting more powerful and longer lasting batteries, but which batteries really do last longer, and is battery life impacted by the speed of the current drain? This project looks at which AA battery maintains its voltage for the longest period of time in low, medium, and high current drain devices. The batteries were tested in a CD player (low drain device), a flashlight (medium drain device), and a camera flash (high drain device) by measuring the battery voltage (dependent variable) at different time intervals (independent variable) for each of the battery types in each of the devices. My hypothesis was that Energizer would last the longest in all of the devices tested. The experimental results supported my hypothesis by showing that the Energizer performs with increasing superiority, the higher the current drain of the device. The experiment also showed that the heavy-duty non-alkaline batteries do not maintain their voltage as long as either alkaline battery at any level of current drain.

Introduction

In the introduction, you are attempting to inform the reader about the rationale behind the work, justifying why your work is an essential component of research in the field. The introduction gives an overall review of the paper, but does address a few slightly different issues from the abstract.

- **Keep it Short**

A long and rambling introduction will soon put people off and lose you marks. Stick closely to your outline for the paper, and structure your introduction in a similar way.

- **Define the Problem**

The entire introduction should logically end at the research question and thesis statement or hypothesis. The reader, by the end of the introduction, should know exactly what you are trying to achieve with the paper. In addition, your conclusion and discussion will refer back to the introduction, and this is easier if you have a clearly defined problem.

- **Organization**

As you write the paper, you may find that it goes in a slightly different direction than planned. In this case, go with the flow, but make sure that you adjust the introduction accordingly. Some people work entirely from an outline and then write the introduction as the last part of the process. This is fine if it works for you.

Limitations

The introduction is the place to highlight any weaknesses in the experiment from the start.

For example, an ideal experiment should have perfectly randomized samples, but there are many good reasons why this is not always possible. As long as you warn the reader about this, so that they are aware of the shortcomings, then they can easily judge the validity of the research.

Assumptions

You should also point out any assumptions that you make about conditions during the research. You should set out your basic principles before embarking upon the experiment: any research will be built around some assumptions.

Methods / Writing a Methodology

- Describe the materials and equipment used in the research.
- Explain how the samples were gathered, any randomization techniques and how the samples were prepared.
- Explain how the measurements were made and what calculations were performed upon the raw data.

The writing for the method should be clear and direct, concise and straight to the point. The major point is not to stray off into irrelevance, and this process is helped by making a few basic assumptions.

The methodology should be written in chronological order, always using the past tense.

Results

Perhaps the best way to use the results section is to show the most relevant information in the graphs, figures and tables.

You can also present the results and add a short discussion explaining them at the end, before leading into the discussion proper.

Be sure to include negative results - writing a results section without them not only invalidates the paper, but it is extremely bad science. The negative results, and how you handle them, often gives you the makings of a great discussion section, so do not be afraid to highlight them.

Discussion

For this purpose, you should criticize the experiment, and be honest about whether your design was good enough. If not, suggest any modifications and improvements that could be made to the design.

The discussion section is not always about what you found, but what you did not find, and how you deal with that. Stating that the results are inconclusive is the easy way out, and you must always try to pick out something of value.

Unless you made so many errors that the results are completely unreliable, you will; certainly have learned something. Try not to be too broad in your generalizations to the wider world - it is a small experiment and is unlikely to change the world. Unless of course you are an OSCA graduate. At which case, you are very likely to change the world.

Conclusion

Writing a conclusion involves summing up the paper and giving a very brief description of the results, although you should not go into too much detail.

- Anybody reading the conclusion has read the entire paper, so the conclusion merely acts as an aid to memory.
- This is where you tie it in to the body of research highlighted in the introduction; during the course of your literature review.
- You should then point out the importance of the study.
- You should highlight any deficiencies in your methods, explaining how they may have affected your results.

All that remains is to perform the proof-reading and formatting.

Bibliography or Works Cited

Writing a reference-list also allow the reader, or the person marking the paper, to check the original sources if they require more detail.

Your bibliography, often called a citation list or works cited, always comes at the end of the paper, and it must include all of the direct sources that you referred to in the body of the paper.

For the vast majority of scientific papers, APA style references are used.

- As with in text citations, it is important to stick to one style and avoid confusing the reader.
- All entries in the bibliography should be in alphabetical order, and they should use a hanging indent.
- If you use more than one source from the same author, you should order them by date and then by the first letter of the title, if the year of publication is the same.

APA Writing Format

The APA writing style has evolved through time and several changes have been adapted in response to the electronic information age. What follows are some useful pointers for those of you who're tasked to write a paper using the APA format.

In general, your paper should follow these formatting guidelines:

- **Margin.** Although formerly, the required measurement for margins is 1 ½ inch, now, it is required that margins on all sides (top, bottom, left, right) should each just measure one (1) inch.
- **Font Size and Type.** Font for text all through out the paper should be 12-pt., Times New Roman.
- **Spacing.** Double-space for the whole document, including appendices, footnotes, tables and figures. For spacing after punctuation, space once after commas, colons and semicolons within sentences and space twice after punctuation marks that end sentences.
- **Text Alignment and Indentation.** Alignment should be flush left, or aligned to the left creating uneven right margin.
- **Running Head and Short Title.** Running heads are short titles located at the top of each of the pages of your article.
Short Titles on the other hand are a two to three-word version of the title of your paper.
Running heads should not be confused with Short Titles. Running heads are typed flush left at the top of all pages while Short Titles are typed flush right.

Running Heads should not exceed 50 characters including punctuation and spacing.

- **Active Voice.** Traditionally, the APA writing format requires writing in an impersonal form. That is, refraining from using pronouns such as 'I' or 'We' in your statements.

If I ask for an active voice you would write similar to this example. Instead of writing "according to the study," it should be "according to our study." This way, papers are made to be as active as possible.

- **Order of Pages and Pagination.** The order of pages should follow this format:

Title Page

Abstract

Body

References

Tables and Figures

The page number should appear one inch from the right corner of the paper on the first line of each page. The title page will serve as page 1 of your paper.