Style Tips for Scholarly Writing: How to Pijl-ize Your Work

A paper submitted in partial fulfillment of the course requirements of [Course #]

by:

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30 September 2018

Style Tips for Writing

Please follow these tips to make sure you don't unnecessarily lose marks on your work. You **will** lose marks if you do not do these things.

1. Use the title page your department recommends.

In nursing, that means an **APA title page** (see previous page of this document). Yes, they are über boring and yes, I'd rather see a really artistic title page. However, this title page is required.

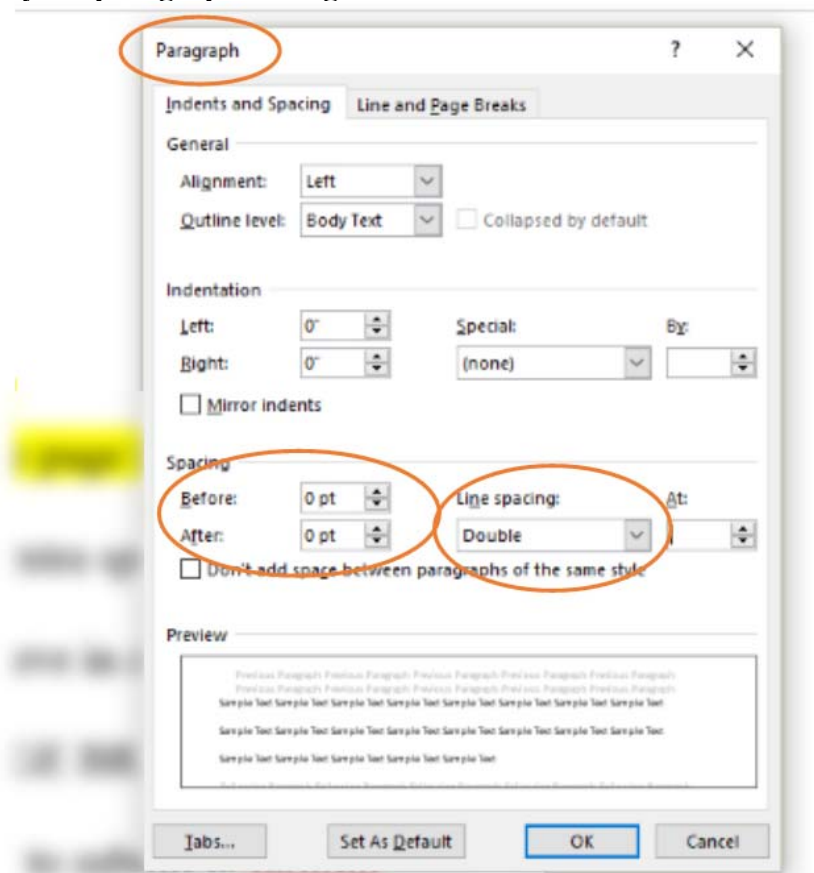**2. Remove spaces after paragraphs.**

Please, for the love of all things in print, **remove the extra space that MS Word automatically inserts after every paragraph**. I don't know why, but seeing those extra spaces makes me want to do terrible things like put a fork in my eye.

Here's a 2-minute video on how to do that: https://youtu.be/K0qayrODJVE

Or, here are the steps:
1. **CTRL-A** (this command selects all the text in your paper)
2. **Fix your paragraph settings:**

3. Weave your quotes into your paper, don't just parachute them in.

Here is a parachute quote:
DO NOT DO THIS:

> Florence Nightingale became famous for her work during the Crimean War. **"Nightingale was a real piece of work in real life"** (Smith, 2010, p. 115). She was good at statistics, however.
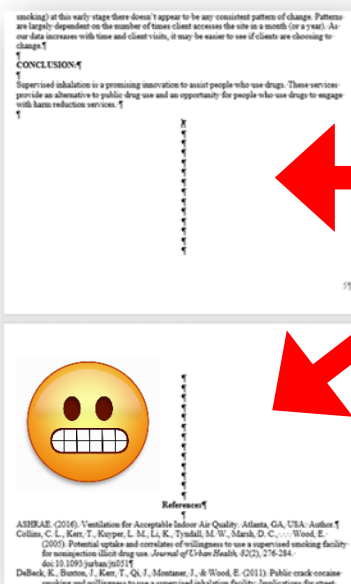
Here is **a better way** to use a direct quote:
DO THIS:

> Florence Nightingale became famous for her work during the Crimean War. **However, despite her image as the lady with the lamp, Smith (2010) describes her as "a real piece of work"** (p. 115). She was good at statistics, however.

See how the second example does two things: (1) It **weaves the quote into YOUR narrative**, making it part of YOUR paper; and (2) it **captures only the essential part of the quote**—the 'spicy' or substantive part—that Nightingale was "a real piece of work" (according to this author).

4. Use hard page breaks.

Please use **hard page breaks** to separate your title page and reference page (and table of contents, etc.) from the rest of your paper.

When you just hit <ENTER> to get to your reference page, the reference page will "slide" down the page if you add a sentence earlier in your paper. Or you might send the paper to your instructor or supervisor, with all those "enters" (a "soft" or automatic page break) whose computer interprets them or your margins slightly differently, and so when they open your Word document they find your paper doesn't start until halfway down page 2 and your references begin halfway down the last page. Not cool!

To avoid this problem, after the last line on your title page, and after your final concluding paragraph, hit <CTRL + ENTER> to put a **hard page break in to your document**. This means that you can add (or subtract!) a whole new paragraph to your paper, or a whole new line to your title page, and all of your text will stay put and start at the very top of the correct page. So much win!

5. Cite chapters of compiled/edited texts, not the whole text.

When referencing a chapter of a book or text that has chapters written by several authors (we call this an "edited" book), cite the chapter you used. For example, in one of my courses the course text is a lovely compilation by Bates, Dodd and Rousseau (2005). Of course, that means that Bates, Dodd and Rousseau were the "editors" of the text. In other words, their main job was deciding who would write the actual chapters and how they would fit together. Sometimes one of the editors--Bates, Dodd or Rousseau--also authored a chapter; other times, someone else altogether, such as Pauline Paul (she wrote Chapter 8) and Lynn Kirkwood (she wrote Chapter 12) authored a chapter.

So, if you're wanting to cite something from, for example, the chapter on nursing education...:

DO IT LIKE THIS: The nursing uniform was seen as embodying bourgeois values (**Kirkwood, 2005**).

NOT LIKE THIS: The nursing uniform was seen as embodying bourgeois values (**Bates, Dodd & Rousseau, 2005**).

Think of an "edited" book like the Bible, which is a collection of writings by various authors. You wouldn't (OK, ***shouldn't***) say that the Bible tells us to not eat shellfish. **Moses**, one of the Bible's contributing authors, was the one who said that, specifically within the book called "Leviticus".

The editors are credited in your reference page.

Kirkwood, L. (2005). Enough but not too much: Nursing education in English language Canada (1874-2000). In C. Bates, D. Dodd & N. Rousseau (Eds.), *On All Frontiers: Four Centuries of Canadian Nursing* (pp. 183-196). Ottawa, ON: University of Ottawa.

6. Students like to use the word 'however'; however, it is often used incorrectly.

DO IT LIKE THIS: Nursing dresses came in various shapes and sizes**; however,** one thing was for certain.

NOT LIKE THIS: Nursing dresses came in various shapes and sizes**, however,** one thing was for certain.

(This rule does not apply to situations such as: *I like chocolate however it is served*.)

7. Apostrophes, not apostrophe's

Please avoid apostrophe-palooza!

DO IT LIKE THIS: In the 1950s...... In the 1990s..... Many nurses.......

NOT LIKE THIS: In the 1950's...... In the 1990's..... Lot's of nurse's.....

8. Use the term "physician," not "doctor"

When writing about medical professionals, use the term "physician," not "doctor" (unless directly quoting someone who is using the latter). There are several types of doctoral degrees: doctor of philosophy (PhD, like me), doctor of medicine (MD, like your family physician), doctor of dentistry (like your dentist)…and many more. To eliminate any confusion, **please do not use the generic term "doctor" when referring to a physician**.

9. There should only be one (1) space after a period/fullstop.

I learned to type on an old Underwood Five manual typewriter. My mother was a secretary so I was pretty much typing before I was walking. And instead of using sign language like babies do these days, I just typed what I wanted to say and slid my mother a memo. Really!

Anyhow, back when Moses was a baby, we used to put 2 spaces after a period. That's because we were using typewriters with monospaced font, not computers with proportional font:

For some reason, I seem to notice every time there is an extra space (or two…or three) after a period/fullstop. Please only use ONE space after a FULLSTOP.

10. Use EndNote or other reliable bibliographic software.

Trust me on this one. You will want to organize your EndNote library as soon as possible in your program of studies. Then, you will <u>never</u>

- lose another article or PDF,
- lose marks for an APA/citation/referencing error, or
- waste time fiddling with references and in-text citations.

You can directly import from the library databases into your EndNote library. PDFs must be drag and dropped manually into the reference.

Tips:
1. **Only use EndNote on <u>one</u> designated computer.** Having EndNote open on numerous devices can cause corruption (i.e. you lose everything).
2. **If you're behind in the task of putting references into EndNote or have a reference you need to enter by hand:**
   a. Type the title (or part of it) into Google, and
   b. Select the ncbi website's referencing of it, and
   c. Select "send to" or "citation" (and for EndNote download as RIS format):

NCBI!

Look who got lucky! A PDF! Download it and append it to your reference.

3. Correct any filing errors at the time of download.

| Reference Type: Journal Article | Mostly you will use journal articles so this option should be your default. |

Rating

Author

Parzanese, Ilaria
Qehajaj, Dorina
Patrinicola, Federica
Aralica, Merica
Chiriva-Internati, Maurizio
Stifter, Sanja
Elli, Luca
Grizzi, Fabio

Last Name, First Name

-OR-

Canadian Nurses Association,

Year

2017

Title

Celiac disease: From pathophysiology to treatment

Sentence case article title

Journal

World Journal of Gastrointestinal Pathophysiology

Title Case for Journal (Full Name, Not Abbreviated)

Publisher

Baishideng Publishing Group Inc

Doesn't matter.

Volume

8

Issue

2

Pages

27-38

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I also delete the URL from journal articles, as they are useless to anyone outside the University of Lethbridge (it references the library's link to the journal server) and just makes the reference page look a mess.