Style and Editorial Tips for Scholarly Writing:

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

by: Samwise Gamgee

001012345

Em M. Pijl PhD, RN

University of Lethbridge

30 September 2018

Table of Contents

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 style your department recommends.

In nursing, that means an **APA title page** (see previous page of this document). Yes, they are boring and yes, I'd rather see a really artistic title page. However, a specific title page is required for assignments submitted in this Faculty. If your non-Health Sciences program or department uses a different style, like MLA or Chicago, use that one.

2. Remove spaces after paragraphs.

Please **remove the extra space that MS Word automatically inserts after every paragraph**. I don't know why, but seeing those extra spaces really triggers me to think that the writer doesn't know what they're talking about. This is what I'm talking about:

> Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut
>
> labore et dolore magna aliqua. Metus dictum at tempor commodo ullamcorper a lacus. Habitant
>
> morbi tristique senectus et netus et malesuada fames ac.
>
> Scelerisque eleifend donec pretium vulputate sapien. Lectus magna fringilla urna porttitor
>
> rhoncus dolor purus. Hac habitasse platea dictumst vestibulum rhoncus est pellentesque elit
>
> ullamcorper.

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

Or, here are the steps:
  1. CTRL-A (to select all the text in your paper)
  2. Fix your paragraph settings:
    • Line spacing = double
    • Spacing before paragraph = 0 pt
    • Spacing after paragraph = 0 pt
  3. While you're at it, in <CTRL+A>:
    • Set your margins at 1 inch (2.5 cm) – apply to whole paper
    • Make sure your entire paper is double spaced (except tables)
    • Make sure you have used Times New Roman font, size 12, throughout the paper
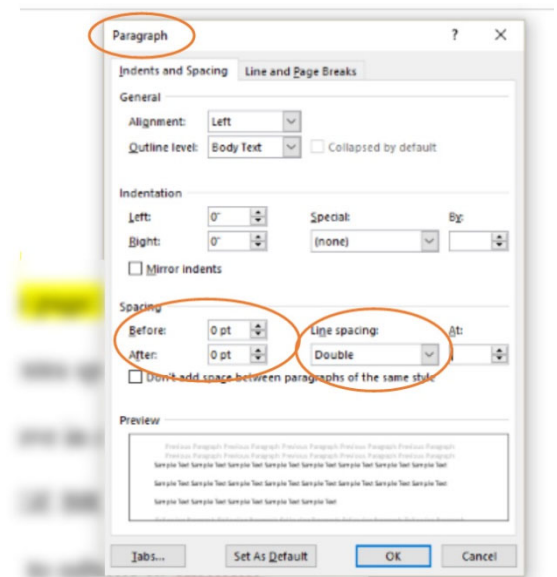
3. Weave your quotes into the narrative of your paper.

Weave your quotes into the written narrative of 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).

Remember, direct quotes comprised of **fewer than 40 words** can be quoted within the sentence, and within quotations, but quotes with **greater than 40 words** must be in a free-standing block of lines and without quotation marks. Start the quotation on a new line, indented ½-inch from the left margin (i.e., in the same place you would begin a new paragraph). Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation ½-inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Metus dictum at tempor commodo ullamcorper a lacus. Habitant morbi tristique senectus et netus et malesuada fames ac. Scelerisque eleifend donec pretium vulputate sapien. Lectus magna fringilla urna porttitor rhoncus dolor purus. (p. 666)

4. Get your heading levels right.

Most of the papers you'll write at the undergraduate level will have only one or two heading levels. For example, the main heading level is Level 1, and then your secondary level is Level 2.

Heading Level 1: Centered, Boldface, Uppercase and Lowercase Headings

**Heading Level 2: Left-aligned, Boldface, Uppercase and Lowercase Heading**

> *You will mostly use Levels 1 and 2.*

      Heading level 3: Indented, boldface, lowercase heading with a period. Text begins here…

      Heading level 4: Indented, boldface, italicized, lowercase heading with a period. Text begins here…

      Heading level 5: Indented, italicized, lowercase heading with a period. Text begins here…

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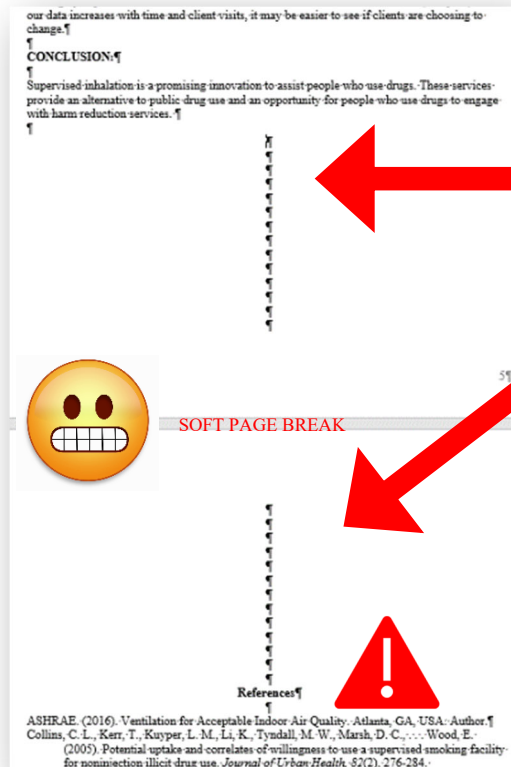
Please use **hard page breaks** to separate your title page and reference page (and table of contents, etc.) from the rest of your paper.

When you just hit **<ENTER>** to get to your reference page, the reference page might '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 **<ENTER>**s (which results in 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 right before your reference page**, 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!**

6. Cite chapters of edited texts, not the whole text.
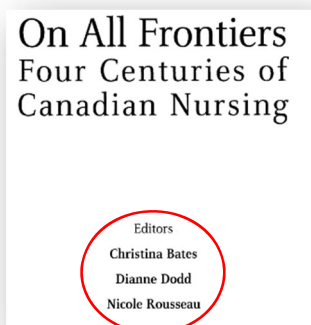
When referencing **a chapter** of a book or text that has **chapters written by several authors** (we call this an 'edited' book), cite the actual **chapter** you used. For example, in one of my courses the course text is edited (compiled or put together) by Bates, Dodd and Rousseau (2005). Of course, that means that Bates, Dodd and Rousseau were the *editors* of the text. In other words, their main job was deciding which famous academic would write the actual chapters and how these chapters would eventually fit together as a unified text. Sometimes one of the editors—in this case Bates, Dodd or Rousseau—also authored a chapter of the 'edited' text; other times, someone else altogether, such as Pauline Paul (she wrote Chapter 8) and Lynn Kirkwood (she wrote Chapter 12) authored a chapter. Here is part of the Table of Contents for this text:

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**).

The editors are then 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.

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".

7. You can use the word 'however'; however, use it correctly.

DO IT LIKE THIS: Nursing dresses came in various shapes and sizes**; however,** they were all equally uncomfortable, stiff and starched.

NOT LIKE THIS: Nursing dresses came in various shapes and sizes, **however,** they were all equally uncomfortable, stiff and starched.

Obviously, this rule does not apply to situations such as:

I like chocolate however it is served.

8. Apostrophes, not apostrophe's.

Please avoid apostrophe-palooza!

DO IT LIKE THIS: In the 1950s first and then later, the 1990s, many nurses...

NOT LIKE THIS: In the 1950's first and then later, the 1990's, lot's of nurse's...

Nothing last's forever ← **OOPS.**

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

When writing about **medical doctors**, 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 (DDS, like your dentist)…and many more. To eliminate any confusion, **please do not use the generic term _doctor_ when referring to a _physician_**.

10. There should only be one (1) space after a 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.

Anyhow, back in the day, 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. Thank you.

11. Please format your tables.

If you're using APA as your style guide, here is what your tables should look like.

Table 1

University Students Scoring Above Average on College Math Test

Year of Study	Female	Male	%
First	123	112	17.6
Second	456	345	31.1
Third	789	678	51.3
Fourth	1123	911	62.3
Totals (*N*=4537)	2491	2046	

Please note that when you first build the table in Microsoft Word, it will have grid lines by default, like this:

KEEP THIS BORDER…

Year of Study	Female	Male	%
First	123	112	17.6
Second	456	345	31.1
Third	789	678	51.3
Fourth	1123	911	62.3
Totals (*N*=4537)	2491	2046	

…AND THIS BORDER.

You need to **hide** the grid lines except for the **top** and **bottom** border.

12. 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.

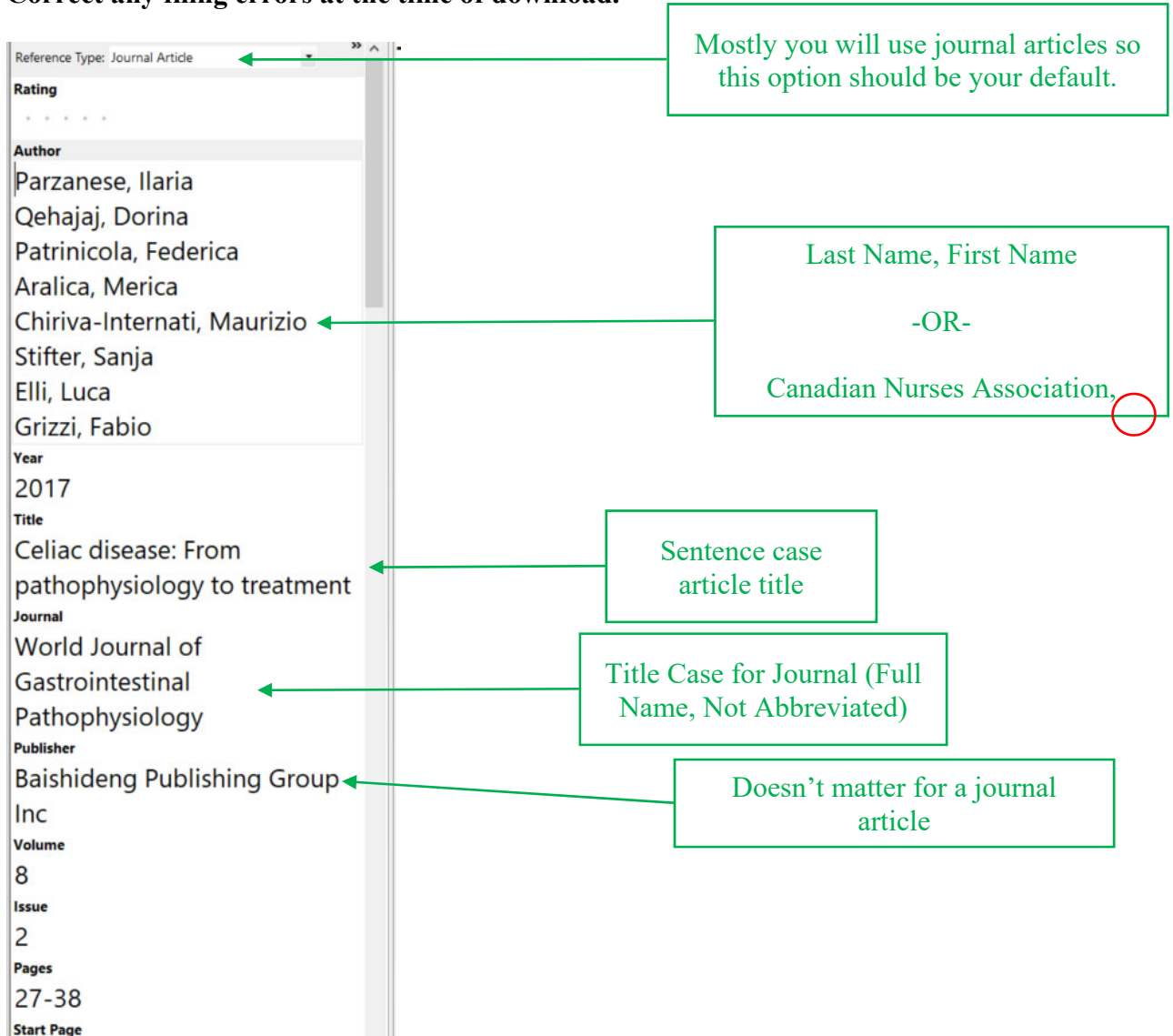You have better things to do with your time, am I right?

You can directly import from the library databases into your EndNote library. PDFs must be dragged 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). For example, avoid running EndNote via Dropbox and opening it from more than one location.
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):

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

Reference Type: Journal Article

Rating

Author

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

Year
2017

Title
Celiac disease: From pathophysiology to treatment

Journal
World Journal of Gastrointestinal Pathophysiology

Publisher
Baishideng Publishing Group Inc

Volume
8

Issue
2

Pages
27-38

Start Page

> Mostly you will use journal articles so this option should be your default.

> Last Name, First Name
>
> -OR-
>
> Canadian Nurses Association,

> Sentence case article title

> Title Case for Journal (Full Name, Not Abbreviated)

> Doesn't matter for a journal article

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

http://uleth.summon.serialssolutions.com/2.0.0/link/0/eLvHCXMwtZ3dS8MwEMCDc4iiDzoVdQq
HoC9j0q-treCD3Ue7gVPchuxJ1rRlgnawbg8D_3gvaZvWDQY--Hlr6UjX_cLlcrnLEalqd1J
1RSdImjYOPFOtGyZFm6Puepo79uhYrrtsTmHrxrattEfGyNGbWQnXrO1fwWMbomeJtH-AL
zrFBrzGIYASBwHKFft4bWc9Gwc-FSgOhaajPmY2YoQ6Yx5nDLiLyM_FnE8Xc_wtcbR
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IqE0GjJKyXJQPlrDNxs_W0MTZQOX-qrVHg3ZWQ-W7TRt9h00-
1BarV5S4Dr1ecm4GBKbLI3U8GlJ9K4_my0rz78cG9qKY-NlNuU-X3YMgfj7opx3L
pvBRFyhXq-Zak1T5Ft2cPgX90HnD35YHfYLpKDqrLIHvsaqM2dtFuamx
eCQ7OeffES2_LBEdlqc2LJEdpMq9RO8Poh9rBCnjh2Tb2QLGVtl2MI0AMEWOFsQ
bCFlew95soBkgZOFlCwgWYjJgiALguwJuW63Bg2nmr7Ve6KWoneVq2BZl5RTsh1OQ_-
MAE9DUXwvUKipmRo1XF2nciAHAZXGSiCfk_KGji423i2TvYzsJSkGeNe_IsUF6qTJD1ewUsw
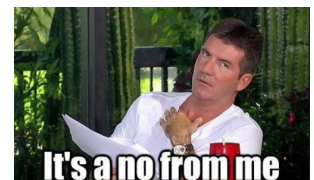
Yep, just say NO to URLs like that!

Sometimes EndNote doesn't update your reference list properly. This can be because, as essentially a database, it gathers datapoints without 'thinking' about them like a human does. This mindless amassing of datapoints results in some messiness. For example, EndNote may have several journal titles that are really all the same:

Journal of Advanced Nursing
Journal Of Advanced Nursing
Journal of advanced nursing
JAN

Sometimes we need to clean up the clutter so EndNote doesn't get confused when it's populating your reference list. Since EndNote cannot distinguish items intelligently, it will view each entry as unique, even if it's *Journal Of Things* or *Journal of Things*. Because ultimately, this list is where EndNote draws from when it tags references, you will want to pop in periodically to make sure everything is neat and tidy.

To do this housekeeping, in EndNote, go to the **Tools** menu > **Open Term Lists** and **Journals term list**. There, you will have a list of all the journals you have entered—their full name and abbreviations. Make the tiny box bigger on your screen by clicking and dragging a corner. Click on the Journal title, click **Edit Term**, make the changes to the Full Title (and abbreviations or anything else amiss), then **OK**.

Because I really believe in consistently using bibliographic software such as EndNote, feel free to consult with me about any problems you encounter. Alternately, the University Library can be of assistance.