On writing a paper

Psychological perspectives on People and Environment Autumn 2011

Guidelines for project paper, Psychological perspectives on People and Environment

Autumn 2011

Requirements

- Complete a written assignment with deadline **January 13 , 2012**
- The theme/purpose of the paper must be approved by the teacher responsible for the course before November 18, 2011 by sending a short e-mail to einar.strumse@hil.no

Specific requirements

- The paper should be written individually or in pairs
- In the latter case, students must specify in the preface of the paper how they have divided the work between them, indicating both primary responsibility for the different sections of the paper, and sections on which they worked together.
- The student selects theme and purpose for the paper, chosen from within the required readings for the course.
- In addition to using the required literature, the student must find additional literature. A minimum of two scientific articles from peer reviewed journals must form the basis for the paper.
- The paper should consist of approx. 3500 words / 10 pages with 1 ½ line spacing in A4 standard format.

Specific requirements

- The paper should have a title page with the title at the top, the student's name at the centre of the page, and the name of the institution at the bottom centre.
- The title page is followed by Table of Contents, Abstract (150 words or less), the body (text) of the paper (12 pitch, Times New Roman font. References, Tables, Figures, and Appendixes. Tables and figures may be composed in any font and font size, so long as the result is readable.
- Citation of references in the text should follow this format: Henry (1998), or (Henry and Wright, 1997) or (Henry et al., 1996) or (Henry, 1995, 1998; Wright, 1994). The list of references should be arranged alphabetically by author. All authors of a work must be listed (see list of readings).
- Tables and figures should be clear and concise and should be able to "stand alone", i.e. complete headings and footnotes should be used to clarify entries. All tables and figures should be referred to in the text.

Specific requirements

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The paper should have the following structure (minimum requirements!)

- *Introduction*
  - Presentation of and focusing on theme and purpose/research questions, definitions of central concepts and a brief description of the logical structure of the paper (method)
- *Main part:*
  - Presentation of theory and empirical material (if included)
  - Discussion
- *Conclusion*
  - Summary and brief concluding remarks related of the initial purpose and research questions.
  - The paper must satisfy the APA requirements for the use of references in the text and in the reference list

Submission

- Deadline for submission of the paper is January 13, 2012

The main considerations that contribute to the appraisal of a paper are these:

- * Is the theme/research problem stated explicitly and is it well founded?
- * Are the methods chosen appropriate to the problem?
- * Are the descriptions of theory, (and if empirical work: data and results of analyses) sufficient?
- * Is there a sufficient basis for the conclusions?
- * Is the discussion satisfactory?
- * Are the formal aspects of the paper (writing style, etc.) satisfactory?
- * Is the work sufficiently comprehensive?
- * Is the paper relevant to environmental psychology?
- * Is the work mainly that of the student?

The introduction

- Is introducing the reader to your topic, but the introduction is also supposed to limit it. This limitation happens when you define your research topic. Your research topic could very well be formulated as a question.
- The introduction **must** include:
    - a **summary** of your paper
    - a presentation of your **research topic**
- The introduction **should** also include:
    - reasons why you chose your research topic
    - a short **introduction to the topic** you have chosen
    - **definitions/clarification** of concepts
- Your paper should have a **front page**. The front page should include the title, subject code and name (or student identification number). You should check with your department whether there are guidelines for designing front pages.
- Recommended structure might vary between departments. We recommend that you contact your department to ask for further instructions

The discussion

- The largest and most extensive part of your paper. Your type of **research topic** will decide which elements you should include in your discussion. Therefore, you should only regard the overview below as guiding when it comes to writing the discussion.
- Dependent upon your research topic, the discussion should include:
    - an introduction to the **theory** on the field
    - an introduction to previous **research**
    - an **empirical** part with presentation of your **research method**
    - a statement of how you have **collected** your information
    - an **analysis** of the collected information
    - a statement of **strength** and **weaknesses** of previous research, your own research method, information, etc.

The conclusion **must include:**

- a discussion of the results in general
- a discussion of the results in relation to your research topic
- a conclusion

You are expected to analyse, debate and discuss one or more phenomena.

- This is how Webster's Dictionary defines some of these concepts:
  - **To debate** To discuss the pros and cons, to argue, to think about carefully.
  - **To discuss** To examine in detail or by disputation, to debate, to reason upon, to investigate.
  - **To analyse** To break down into components or essential features.

    An analysis An examination of the component parts of a subject

    Empiricism: Pursuit of knowledge by observation and experiment.
  - **Theory**
    - 1. A doctrine or scheme of things which terminates in speculation or contemplation, without a view to practice; hypothesis; speculation.
    - 2. An exposition of the general or abstract principles of any science; as the theory of music.

Use sources in your work

- **You must actively search for and use knowledge and information about your topic.**
- A large part of what you write will be based on other authors':
  - ideas
  - arguments
  - reasoning
  - theories
  - collected data
  - empirical findings, etc
- When using another author's work in your own, you must always write where you found this information.

Referring to sources

- To declare where you have found your information, that is, which sources you have used, is called referring.
- A reference consists of two elements:
- reference in the text
- listing in the reference list
- In this module you will learn both how to give references in the text and how to write the reference list.

Reasons why you have to name your sources

- The correct use of sources shows that you:
  - **recognise** other authors' work
  - have **read** literature about your topic
  - place your work in a larger **academic context**
  - **master** the technique of naming sources
- Correct use of sources also makes the reader capable of:
  - **identifying** and **retrieving** the sources you have used
  - **identifying your** own paragraphs, ideas and conclusions
- **Incorrect** or **lacking** use of sources is called **plagiarism**. Plagiarism results in you failing your paper and a potential loss of right to sit your exam.

Plagiarism

- Plagiarism means that you publish other people's work as your own. **Plagiarism** is regarded as **cheating** and is strictly forbidden. Plagiarism or cheating results in you failing your paper, and you may be expelled from the university for a longer or shorter period.
- Remember, it is **not allowed** to either copy from books, articles, etc nor to use the "cut and paste" method with electronic resources (e-books, electronic articles, the Internet, etc) without writing where you found the information, that is - referring to the source.

When should you name your sources?

- It may be difficult to know when to name your sources, but as a general rule we could say that you should name your sources when you:
  - use quotes
  - paraphrase, that is use indirect quotes
  - refer to
- It is not necessary to name sources when writing about something that is publicly known and accepted.
- Example: It is not necessary to name sources if you write that Norway voted 'No' in the EU referendum in 1994. However, if you want to state how many per cent voted 'no' and how the 'no' votes were distributed in the population, or if you want to analyse the causes and consequences of Norway's 'no', you must name your sources.

References in the text

- **Quotes**
- A quote is a word by word rendering of something somebody else has written.
- When using quotes, you should mark these in a way that makes it easy for the reader to see what is a quote and what is your own text.
- Quotes on **max. 3 lines** are marked by **inverted commas** (before and after). Name of author, year and page (APA) or a serial number (Vancouver) are written in parenthesis immediately after the quote.
- Quotes **over 3 lines** are written as **separate paragraphs with indent**, without inverted commas. Name of author, year and page (APA) or a serial number (Vancouver) are written in parenthesis immediately after the quote.
- If you include the author's name in your own text, you only have to state year and page (APA) or a serial number (Vancouver) in parenthesis after the quote.

Paraphrasing

- A paraphrase is a **rephrasing** of the original text. Paraphrases are also called **indirect quotes**. It may be easier to use paraphrases instead of quotes because they can be adjusted to fit your own text.

References

- In scientific texts you should **try to avoid using general terms** such as many/several/some researchers/studies/reports, etc. You need to specify **which studies** and **which researchers**.
- When you want to refer to other researchers' work, without using quotes or paraphrasing, you must use references.

Special rules in APA

- If you use the **APA style**, you must note the following:
- If a source has more than 6 authors, you only name the first, followed by 'et al'.
- Several publications by the same author from the same year are separated by using 'a', 'b', 'c', etc. after the year
- When using secondary sources, you must name your source and state the quote from the secondary source
- If a piece of work does not have a physical person as its author, or the author is anonymous, you have to state the title's first words and the year. Titles of articles or chapters are written in inverted commas, titles of books, brochures or reports are written in italics.
- Publications with several authors that are being referred to several times:
  - 2 authors: name both authors every time you quote them. Example: (Furseth & Everett 1997) or Furseth and Everett (1997)
  - 3, 4 or 5 authors: name all authors only the first time you quote them. Later you use the first author's surname followed by 'et al'. Example: Ramaekers, Berghausb, Laarc and Drummer (2004); later Ramaekers et al (2004)
  - 6 or more authors: only name the first author's surname followed by 'et al'. Example: Cheng et al (2004)
- Information about how to write references in text and in reference lists with the APA style is taken from APA Style.org (2003) and Publication Manual of the American Psychological Association (2002).

A reference list is the same as a literature list. It is an alphabetical list of all the sources you have referred to in your paper.

- In the APA style you write the reference list alphabetically according to surname, and then by year, in falling order.

When writing a reference list in APA style, you need to remember the following:

- arrange your list **alphabetically** according to surname
- use **double line spacing**
- use **hanging indent** on the second and the following lines in a reference
- use **&** before the last author if there are two or more
- only use the name of the author first mentioned followed by '**et al.**' if there are 6 or more writers
- use italics for:
  - titles of journals and volumes
  - book titles
  - conference names
- start the reference list on a new page. Use 'Reference List' or 'Literature List' as the heading

Books

- Surname, Initials. (Year). *Book title in italics* (Edition - if available). Place: Publisher.
- Bick, J. (2000). *101 Thing You Need To Know about Internet Law.* New York: Three Rivers Press. [Online]. Downloaded on 30 March 2004, from http://site.ebrary.com/lib/ntnu/.
- Dybvig, D. D., & Dybvig, M. (2003). *Det tenkende mennesket. Filosofi- og vitenskapshistorie med vitenskapsteori* (2. utgave). Trondheim: Tapir akademisk forlag

Anthologies

- Anthologies are books with one editor and where the chapters are written by several different authors.
- Surname, Initials. (Year). Title of chapter. In Initial. Surname (Editor), *Book title in italics* (Edition, page). Place: Publisher.
- Beizer, J. L., & Timiras, M. L. (1994). Pharmacology and drug management in the elderly. In P.S. Timirad (Ed.), *Physiological basis of aging and geriatrics.* (2. utg., ss. 279-284). Boca Raton: CRC Press.
- Fermann, G. (Ed.). (1997). *International politics of climate change: key issues and critical actors.* Oslo: Scandinavian University Press.

Articles in journals

- Surname, Initials., & Surname, Initials. (Year). Title of article. *Title of journal in italics, volume in italics,* (edition), page.
- Kwan, I., & Mapstone, J. (2004). Visibility aids for pedestrians and cyclists: a systematic review of randomised controlled trials. *Accident Analysis & Prevention, 36*(3), 305-312.
- Kwan, I., & Mapstone, J. (2004). Visibility aids for pedestrians and cyclists: a systematic review of randomised controlled trials [Electronic version]. *Accident Analysis & Prevention,* 36(3), 305-312.
- Wade, T. G., Riitters, K.H., Wickham, J.P., & Jones, K.B. (2003). Distribution and causes of global forest fragmentation. *Conservation Ecology* 7(2): 7. Downloaded 29 March 2004, http://www.consecol.org/vol7/iss2/art7.

Conference papers

- **Unpublished papers:**
- Surname, Initials. (Year, month). Title of paper. Paper presented at *Name of conference in italics* , place.
- **Published papers:**
- Author, Initials. (Year). Title of article. In: Surname, Initial. (Editor). *Title of conference in italics, (*page). Place: Publisher.
- Nørvåg, K. (2003). Space-Efficient Support for Temporal Text Indexing in a Document Archive Context. In Koch, T., & Sølvberg I. (Red.), *Research and Advanced Technology for Digital Libraries, 7th European Conference, ECDL 2003 Trondheim, Norway,* (ss. 511-522). Berlin: Springer.

Articles from newspapers or magazines

- Surname, Initials. (Year, date). Title of article. *Title of newpaper in italics*, page.
- Ringen, S. (2004, 25 March). La ikke Erna Solberg rasere det lokale folkestyre. *Aftenposten*, p. 10.
- Grosh, A., & Graff, J. (2004, 22. mars). A strike at Europe's heart. *Time magazine,* pp. 22-28.

Theses and dissertations

- Surname, Initials. (Year). *Title of thesis or dissertation in italics.* Institution, Place.Mathisen, C. (2003). *Effekter av UV-stråling på embryonalutvikling, vekst og morfologi hos Daphnia magna.* Upublisert hovedoppgave, Biologisk institutt, Universitetet i Oslo, Oslo

Public information

- Author/editor. (Year). *Title in italics.* (series). Place: Publisher.
- Arbeids- og administrasjonsdepartementet. (2004). *Arbeidslivsutvalget. Et arbeidsliv for trygghet, inkludering og vekst.* (NOU 2004: 5). Oslo: Statens forvaltningstjeneste.

Web pages

- Author/editor, Initials. (Year). *Title in italics.* Downloaded day, month, year, from http:// ...
- Fugelsnes, E. (2004). *Oppvarmet støv kan gi økte helseplager.* Lastet ned 01. april 2004, fra http://www.forskning.no/Artikler/2004/mars/1079517069.32

- **Web pages without authors**
- Title of article/page. (Year). Downloaded day, month, year, from http:// ...

- **Web pages without publication date**
- Author, Initials. (n.d.) *Title of article/page in italics.* Downloaded day, month, year, from http:// ...

- **Homepages**
- Organisation. (Updated date, year). Downloaded day, month, year, from http:// ...

Example of reference list written in APA style:

- Beizer, J. L., & Timiras, M. L. (1994). Pharmacology and drug management in the elderly. In P.S. Timirad (Editor), *Physiological basis of aging and geriatrics.* (2nd edition, pp. 279-284). Boca Raton: CRC Press.
- Bick, J. (2000). *101 Thing You Need to Know about Internet Law.* New York: Three Rivers Press. [Online]. Downloaded 30 March, 2004, from http://site.ebrary.com/lib/ntnu/.
- Dybvig, D. D., & Dybvig, M. (2003). *Det tenkende mennesket. Filosofi- og vitenskapshistorie med vitenskapsteori* (2nd edition). Trondheim: Tapir akademisk forlag.
- Fermann, G. (Editor). (1997). *International politics of climate change: key issues and critical actors.* Oslo: Scandinavian University Press.
- Grosh, A., & Graff, J. (2004, 22 March). A strike at Europe's heart. *Time magazine,* pp. 22-28.
- Kwan, I., & Mapstone, J. (2004). Visibility aids for pedestrians and cyclists: a systematic review of randomised controlled trials. *Accident Analysis & Prevention, 36*(3), 305-312.
- Mathisen, C. (2003). *Effekter av UV-stråling på embryonalutvikling, vekst og morfologi hos Daphnia magna.* Upublisert hovedoppgave, Biologisk institutt, Universitetet i Oslo, Oslo.
- Nørvåg, K. (2003). Space-Efficient Support for Temporal Text Indexing in a Document Archive Context. In Koch, T., & Sølvberg I. (Red), *Research and Advanced Technology for Digital Libraries, 7th European Conference, ECDL 2003* Trondheim, Norway, (ss. 511-522). Berlin: Springer.
- Ringen, S. (2004, 25 March). La ikke Erna Solberg rasere det lokale folkestyre. *Aftenposten,* p.10.
- Please note that the reference list always begins on a new page. You should also remember the double line spacing and indent on the second and following lines in each reference.

Checklist before submission

- Did you:
  - Answer your research question?
  - Complete all arguments?
  - define or clarify scientific concepts?
  - Correct all printing errors?
  - Include all the sources you have been using?
  - Set up the reference list correctly?

Subject, theme and problem formulation

- Subject: This is the course you are enrolled in
- A subject is divided into a large number of themes. Some of them are only covered in the readings, whereas others are also lectured upon. A theme may be divided into subthemes
- **A problem formulation** is identical with a research question. It may be formulated as a question but it does not have to!

Problem formulation

- A universty or college paper is based upon a **Problem formulation: This is the research question you are supposed to examine in your paper.**
- The process of identifying a good problem formulation may at first seem difficult. A couple of techniques that may be helpful are:
- Brainstorming
- Using a mind map

Brainstorming

- Write down themes from readings and lectures. Perhaps you will be able to find a couple of themes that are not discussed in the readings, but that still are relevant for your theme. The theme you choose should be:
- Interesting
- A theme you already know something about

Working with a theme using a mind map

- Using a mind map implies dividing a theme into several subthemes which in turn are divided into a new set of subthemes.
- A mind map may also uncover interesting connections among subthemes.

The problem formulation

- Problem formulations are the questions you ask and try to answer through study of the literature. Thes questions must be described and discussed in the paper. The problem formulation is in most cases a question about relations among concepts (variables).
- Examples:
  - Which factors influence the development of antisocial behaviour?
  - Biological and social risk factors for the development of antisocial behaviour
  - How important are attitudes and values for environmentally responsible behaviour?
- After having worked with your pasper for a while you will probably discover aspects you did not think about at the start. That is why you should be ready to revise your problem formulation!

On the appropriate sources of information

- **Books**
  - Academic books are important because they are both broad and deep. A book chapter may be exactly what you need to write a short paper or an oral presentation
  - When you need a lot of information about a theme, person, event
  - To situate your theme in a larger context
  - To learn about how your theme has been approached by several reseachers

Academic journals

- **Articles in academic journals**
  - are focusing in detail on one specific theme or problem
  - Contain recent information and addresses students and scientists
- **Use articles from academic journals when you want to find:**
  - new and older information on your theme
  - References to other relevant research

Bakground information/Reference literature

- Start in dictionaries etc within the field
- **Reference books** contain specialized information and bibliographies (lists of books, articles etc), where you may find more on the theme
  Background information may help you understand how a theme is divided, making ot easier to focus on your theme
- **When?**
  - When you need background information
  - When trying to find central concepts and important milestones etc
  - When your theme is to big and you need help to narrow the scope

Web sites

- **This type of information varies greatly from international top level research results to biased or misguiding** material.
- The amount of scientific information varies, depending upon the theme. It is easier to find reliable and relevant material using other sources, as the content of books and journal articles in most case is not available free of charge on the internet
- If you need access to the content of books and journal articles, you must use **databases** found in university and college libraries. There is access from the library website.
- **Use Internet when:**
  - You need recent information, such as newspaper articles
  - You need information on enterprises or organisations
  - You need government publications etc

Searching

- Find good words and concepts before your start the searchf
- Truncating or word abbrevation is effective
  - ? and * is commonly used

Databases

- Library catalogues
- Reference databases
- Facts databases: definitions , statistics
- Full text databases: ISI

Reasons why you should not use the web as your only source

- **Amount of information:** Only a small part of **the** information in the world is found on the web!
- Author: Anyone can publish on the web
- Payment: Not all the information is freee.
- **Organisation: The i**nformation on the web is not organised
- **Stability:** Most of the info on the web is not permanent

Important psychology databases:

- **PsycNet: Both** PsycArticles (fulltext articles) and PsycINFO
- **Psychology and Behavioral Sciences Collections: ca** 550 fulltext journals.
- **PsycINFO**
- **Medline**PubMed (Medline)