General Guidelines for the Preparation of a Scientific Paper

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http://soed.in/
Components of a Paper

1. Title
2. Authors
3. Abstract
4. Keywords (4-5)
5. JEL Codes
6. Introduction
Components of a Paper

7. Introduction
8. Methodology
9. Results and Discussion
10. Conclusions
11. References: APA Style
12. Acknowledgements
13. Appendices
Authors Listing

- Include those who have made an intellectual contribution to the research only.
- Or those who will publicly defend the data and conclusions, and who have approved the final version.
- Order of the names of the authors can vary from discipline to discipline
  - In some fields, the corresponding author’s name appears first.
Title of the Article

- Describes the paper’s content clearly and precisely including keywords.
- Do not use abbreviations and jargon.
- Search engines/indexing databases depend on the accuracy of the title—since they use the keywords to identify relevant articles.
ABSTRACT

• Briefly summarize (often 150 words) - the problem, the method, the results, and the conclusions so that
• Together, the title and the abstract should stand on their own.
ABSTRACT

- Many authors write the abstract last so that it accurately reflects the content of the paper.
- Also, assign 4-5 Keywords.
- Assign 4-5 JEL Codes.
INTRODUCTION

• Clearly state the:
  – Problem being investigated.
  – Background that explains the problem.
  – Reasons for conducting the research.
• Summarize relevant research to provide context.
• State how your work differs from published work.
INTRODUCTION

• Identify the questions you are answering.
• Explain what other findings, if any, you are challenging or extending.
• Briefly describe the experiment, hypothesis(es), research question(s); general experimental design or method.
METHODOLOGY

• Provide the reader enough details so they can understand and replicate your research.

• Explain how you studied the problem, identify the procedures you followed, and order these chronologically where possible.
METHODOLOGY

• Explain new methodology in detail; otherwise name the method and cite the previously published work.
• Include the frequency of observations, what types of data were recorded, etc.
• Give detail of sampling technique for selection sample, instrument (Schedule/Questionnaire) used and method of data collection.
METHODOLOGY

• Give a detailed account of the econometric model, statistical tools and name of the software used in the analysis of data.
• Also, cite the original source(s) of the econometric model or statistical techniques and name of Software used in data analysis.
RESULTS AND DISCUSSION

- Objectively present your findings, and explain what was found?
- Show that your new results are contributing to the body of scientific knowledge.
- Follow a logical sequence based on the tables and figures presenting the findings to answer the question or hypothesis.
- Figures should have a brief description (a legend), providing the reader sufficient information to know how the data were produced.
CONCLUSIONS

• Describe what your results mean in context of what was already known about the subject.
• Indicate how the results relate to expectations and to the literature previously cited.
• Explain how the research has moved the body of scientific knowledge forward.
CONCLUSIONS

• Do not extend your conclusions beyond what is directly supported by your results and avoid undue speculation.
• You may suggest the policy options emerging from your analysis.
• Outline the next steps for further study.
REFERENCES

1. Use APA Style for listing and citation of studies referred in supplementing the introduction, methodology, and compare and contrast your findings.

2. You may download the complete APA Format from http://soed.in/?page_id=8856.

Source: http://www.who.int
Citation Examples APA Format

Single author

• Use only the surname of the author followed by a comma and the year of publication: (Matthews, 1999).
• Include page, chapter or section numbers if you need to be specific. The abbreviation for page is p. and the abbreviation for pages is pp.: Matthews discusses the role of drawings in the psychological evaluation of children (1979, pp. 34-35).
• Or … in the psychological evaluation of children has been studied elsewhere (Matthews, 1979, pp. 34-35).
Citation Examples APA Format

Two authors

- Cite both authors every time you cite within the text.
- Separate the authors’ names in the citation with an “&”: (Lawson & Green, 1997, pp. 34-35).
- When the authors’ names are incorporated into the text the “&” is replaced with “and”. Always cite both names every time the reference occurs in the text: Lawson and Green (1997, pp. 34-35) were unable …
Citation Examples APA Format

Three or more authors
• The first citation in the text of a work with three, four or five authors
gives the surnames of all the authors: Wasserstein, Zappulla, Rosen,
Gerstman and Rock (2004, p. 301) have found … OR
… as has been found in a previous study (Wasserstein, Zappulla,
• In subsequent citations in the text, only the surname of the first listed
author is used, followed by the expression “et al.” which means “and
others”: Wasserstein et al. (2004, p. 301) have found…
• If there are six or more authors, only the surname of the first author is
used, followed by et al. e.g., Littlewood et al. (1997) have found … OR
… as has been previously demonstrated (Littlewood et al., 1997).
Citation Examples APA Format

*Volume numbers included*

- Include volume numbers within the citation between the year and the page numbers.
- If more than one volume is given separate with a “;”: This theory is dealt with in detail by Brysen (2003, vol. 2, p. 23; vol. 3, pp. 17-36).
Citation Examples APA Format

Authors with the same surname

• Make a distinction between authors with the same surname by including the author’s initials.
• If the author’s surname is incorporated in the text place the initials before the surname; if it is a citation within brackets the initials follow the surname: The theory was propounded in 1970 (Larsen A.E., 2001) …M.K. Larsen (2003) is among those …
Citation Examples APA Format

*Multiple works by the same author in the same year*

- A distinction is made by adding lower case letters, a, b, c, etc. to the date.
- These letters are also included in the full reference in the reference list to distinguish between the two documents: Bursch (2005a) described how the yak made transport possible in the high mountains of Inner Asia, as did the llama in the Andes of South America (Bursch, 2005b).
Citation Examples APA Format

Corporate author

- These are works without a personal author.
- Corporate authors may be associations, agencies like government departments, corporations or organisations.
- Names of organisations should be given in full the first time they are cited within the text.
Citation Examples APA Format

Corporate author

• In subsequent citations, these names may be abbreviated in the text if the abbreviation is meaningful or well known: (CSIRO, 1999) …

• As predicted by the Centre of Independent Studies (1997) …. 
Citation Examples APA Format

More than one work cited
• List all sources of information either in the text or within the citation separated by a semicolon (;):
  (Haddon, 1999; Larsen, 1991) …
  Haddon (1999) and Larsen (1991) demonstrated that …
• No author: When a work has no author or the author is anonymous, cite in the text the first few words of the reference list entry (usually the title) and the year.
Citation Examples APA Format

More than one work cited

• Use italics for the title: This was apparently not the case in seventeenth-century England (On Travelling to London, 1683) … OR
On Travelling to London (1683) reveals that this was not true.
• No date of publication: Use the abbreviation n.d. to indicate that no date of publication is given: Carruthers (n.d.) has suggested … OR (Carruthers, n.d.)
Citation Examples APA Format

Newspapers

• If the author of the article is named, cite in the normal way with the author and date. If there is no author given, cite the newspaper title in italics.
• Include the specific date as well as year and page or section numbers if appropriate: (Canberra Times, 24 Jan. 1997, p. B6) ...
• The Weekend Australian (24-25 Jan. 1997, p. 19) reported
Listing of References as APA Format

Journal Article in Print


Listing of References as APA Format

Journal Article in Print
More than 7 authors

Listing of References as per APA Format

*Paper in a Conference/Symposium*


Conference Paper (online)

Listing of References as per APA Format

Book in Print


e-Book from an e-Reader

Listing of References as per APA Format

Book Found in a Database

Chapter in an Edited Book


Listing of References as per APA Format

*Magazine Article in Print*


*Magazine Article Found Online*

Listing of References as per APA Format

Newspaper Article in Print

Newspaper Article Found Online
Listing of References as per APA Format

*General Website Article with an Author*

Listing of References as per APA Format

*General Website Article without an Author*

Listing of References as per APA Format

*Online Lecture Notes or Presentation Slides*

*Encyclopaedia Entry in Print*
Listing of References as per APA Format

Thesis/Dissertation Print


Listing of References as per APA Format

Online Thesis/Dissertation


Listing of References as per APA Format

Basic Reference List Format for a Print Report

Basic Reference List Format for an Online Report
Listing of References as per APA Format

Internet: No author, No date


Internet-Organisation / Corporate author

Listing of References as per APA Format

Act (Statute / Legislation)

Brochure / Pamphlet
Listing of References as per APA Format

**Brochure / pamphlet (no author)**
- *Ageing well: How to be the best you can be [Brochure].* (2009a). Wellington, New Zealand: Ministry of Health.

**Dictionary (online)**
Listing of References as per APA Format

Dictionary (print)

Software (including apps)
Article Peer Review Cycle

Paper Submission

Confirmation of Receipt

Initial Decision by Editor

- Rejection
- Decide to Review

Assign Reviewers

Reviewers Accept Invite

Reviews Completed

- Revise
- Accept
- Reject

Revise

Revision Received

Revision Checked

Notification to Author

Accept

Revision

Paper sent for Printing
Thank You for Watching....

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