

Notes to Follow in Preparing Your Research Proposal

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Citations

If you use another person's model, idea, diagram; paraphrase his or her thoughts; or draw heavily on his or her ideas, you must give proper credit. You can do this by putting the surname and year of publication within (or at the end of) the sentence or paragraph. This is called *in-line citation*, and it is designed to provide the reader immediate information about the source you have cited. Here are some equivalent ways to properly cite someone's research:

- The changes noted in the Ducharme (1978) study were well documented.
- The changes noted in a 1978 study by Ducharme were well documented.
- The changes noted in an earlier study were well documented (Ducharme, 1978).

If you are citing work discussed in a secondary source, you should document it this way:

- Martin (cited in Johnson, 1989) found that these results were unique to...

In the reference list at the end of your paper, you should reference Johnson's work, not Martin's. That is, **reference the works you actually read**. Here is how to reference Johnson's work:

- Johnson, M. L.(1989). Comparing student response to the use of humor in a lecture. Psychological Bulletin Annual, 20, 27-31.

Here is an example of citing a primary source:

- Kitchens (1992) found that the fear of death decreases as one ages.

Kitchens' article was published in Aging in the 1990s. This citation would appear in the reference list as follows:

- Kitchens, H. (1992). Attitudes toward aging. In L.W. Lampoon (Ed.), Aging in the 1990s (pp. 131-132). Washington, DC: American Psychological Press.

If your reference list contains publications by more than one author with the same surname, citations within your text must include initials. For example:

- The study contained several errors in grammar (Bryant, J., 1987)
- The findings were similar to an earlier study (Bryant, W., 1985)

Quotations

When using direct quotations, include the page number in addition to the author's name and year of publication. For example:

- The results of the experiment could not be duplicated" (Sutton, 1988; p.27)
- Sutton (1988) found "The results of the experiment could not be duplicated" (p. 27).
- One author (Sutton, 1988) stated, "The results of the experiment could not be duplicated" (p. 27).

Quotations more than four typewritten lines long should be single-spaced and the entire quote indented five spaces from the right and the left margins. Omit the quotation marks. Double-space between the text of your preceding materials and the first line of the long quote. If the long quote is more than one paragraph, single space between the paragraphs of the quotation. Here is an example:

- Dautch (1987) stated the following:

Many student writers do not understand that, in every case, material directly quoted from another author's work must be reproduced exactly as written. This also applies to verbatim instructions given to subjects in an experiment. (p. 43)

(Note that the period at the end of the quotation **precedes** the parentheses surrounding the page number.)

Occasionally you will find an error in the original source of your quotation. **Do not correct the error.** Instead, place **[sic]** immediately after the error to indicate that this is a verbatim transcript and not a typographical error on your part. Here's an example:

- "The questionnaires [sic] were distributed to the students as they entered the room (Harrison, 1986; p. 3).

Miscellaneous

Margins

Leave margins of 1 inch on all sides of your paper. Do not justify the right margin. Leave the right margin ragged as in this handout. Your type must be dark, clear, and easily readable.

Abbreviations

Abbreviations can be used in your research paper only after they have been completely spelled out the first time they are used.

Slang

Do **NOT** use slang, ironic comment, invented or coined expressions, and military jargon except in material directly quoted.

Tense

If you are writing a research proposal, **use the future tense** (telling what you intend to do if the proposal is approved).

Person

Any papers written at the collegiate level are considered scholarly works. Scholarly works are written in the **third person**. Therefore, in your papers, if you refer to yourself, refer to “this writer,” “this investigator,” etc. **Never use “I” or “me” when referring to yourself and never use “you” when referring to the reader.** You may use first or second person pronouns if they are part of a direct quote.

Page Numbering

All typed pages, including pages with tables/figures, need to be numbered. **The title page is never numbered.** Preliminary pages (Table of Contents, etc.) should be numbered with lower case Roman numerals centered at the bottom of the page. All other numbered pages should use Arabic numbers in the upper right corner.

Indentations

Indent the first line of every paragraph five spaces. Indent long quotes five spaces from the right and the left.

References

All of the citations in your paper must appear in your reference list. All references in your reference list must be cited in your paper. Your reference list is not a bibliography. A bibliography lists items for background and further reading on your topic/subject. Single-space within a reference, but double-space between references.