

Manuscript page header (1<sup>st</sup> 2-3 words of the title) goes here

1

Title (Should summarize the main idea of the paper in 10-12 words. When typing the title, center it on the page and capitalize only the first letter of important words. Be brief, but clear and concise!)

Author(s) Name

Institutional Affiliation – for this paper you might put:

Sociology 212

Prof. X

York College, CUNY

### Abstract

*(for your paper abstract is unnecessary, however for more advanced and professional papers it is – it is included here so that you might see how it looks and what information it contains)*

The text of the abstract goes here. It should be a single paragraph, in a block format, meaning that the first line should not be indented. The purpose of this section is to provide a brief and comprehensive summary of the study. It should be accurate (do not include information here that is not in the body of the manuscript, concise (150-250 words maximum), and specific (begin this section with the most important information and limit it to the four or five most important concepts, findings, or implications of the study). Avoid citing references in the abstract.

Paraphrase rather than quoting. Use active rather than passive voice (but without personal pronouns). Use past tense for procedures and results. It is a good idea to write this section last.

Also notice that everything about this manuscript is double spaced. The next section begins on a new page. If you press and hold down the ctrl key while you press the enter key, MS Word will force a page break.

Title of the manuscript is retyped here

Begin the introduction here. Retype your title and center it at the top of the introduction as indicated above. Notice that these paragraphs should have a normal (.5 inch) indent. The main purpose of this section is to tell the reader why you performed the study. In other words, you have to inform the reader of your research question and indicate why it is important, and how it is unique when compared to previous studies. Follow with a review of the relevant literature. Avoid an exhaustive and historical review. Then go on to make clear the connection between previous research and the present work. You might include any hypotheses and the rationale for them. The final paragraph usually contains a statement which clearly and explicitly states why the study was performed. Thus, this section should contain an absolute minimum of four paragraphs: the general introduction, the literature review, the connection of the present study to the literature and the explicit statement of purpose. In the introduction you can include more background information if you think it is necessary to educate the reader about what you are studying, but remember, the reader is busy too, and introduction that is too long may turn readers away.

### Method

The method section should describe what was done to answer the research question, describe how it was done, justify the method used and explain how the results were analyzed. The description of preparations, measurements and the research protocol should be organized chronologically. Material in each section should be organized by topic from most to least important. The method section must be written with enough information so that the study could be reproduced by

someone else. The writing should be direct and precise and it the past tense. Complex sentence structure and description of unimportant details should be avoided.

### *Subjects or Participants*

Indicate who participated in the study, how many, and how were they selected. Include any details which are relevant to the study (demographic information such as: gender, age, ethnicity, strain, weight, etc.).

### *Materials or Measures*

If you used particular materials, describe them and how they functioned in the study. Include each and every material you used during your data collection: questionnaires, interview schedules etc **AND** describe their function (why this particular measure?)

### *Design*

Describe the design and clearly spell out the independent and dependent variables. What are you measuring? What are the effects of x on y?

### *Procedure*

Carefully summarize each step in the execution of the study. Indicate what a typical test, or interview session involved. Describe any phases that the study had or any instructions that the subjects received.

### **Results**

Look carefully at the results. That is, take a good hard look at all those numbers/information you collect. Think of different ways to summarize them, as well as to make

sense of them. This section will be easier to write if you make any tables and/or figures you intend to use first.

Briefly state the main findings in words. That is, first give a general description, and then go into the details. Do not discuss the implications of the results in this section. Remember: avoid bias and interpretation in this section.

Be careful with the word "prove" (statistical tests are based on probability and can be in error, they do not really prove anything). You can only use wording that implies causality if you actually manipulated the independent variable (i.e., performed an experiment).

Major problems in the result section include: failure to provide that data that is critical to answering the research question and adding interpretation to the findings.

### Discussion

The purpose of this section is to evaluate and interpret the results, especially with respect to the original research question. Start off with a brief, non-technical summary of the results. In other words, tell the reader about the main findings. Then go on to discuss the implications of the results. It is also important to discuss how the results relate to the literature you cited in the introduction. In other words, emphasize any theoretical consequences of the results.

You might (or might not) also mention any limitations of the study and any suggestions for future research in this section. Finally, you need an ending paragraph in which you make a final summary statement of the conclusions you have drawn. You are also encouraged, when appropriate, to comment on the importance and relevance of your findings. How are your findings related to the big picture? Thus, this section should contain an absolute minimum of

three paragraphs: the non-technical summary, discussion of the results and their implications, and the concluding paragraph.

The most common mistake in the discussion section is overstating the findings.

### References

- Brownlie, D. (2007). Toward effective poster presentations: An annotated bibliography. *European Journal of Marketing*, 41(11/12), 1245-1283.  
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- Kinsey, A. C., Pomeroy, W. B., Martin, C. E., & Gebhard, P. H. (1953). *Sexual behavior in the human female*. New York: W. B. Saunders.
- Plonsky, M. (2004). Psychology with style: A hypertext writing guide (Version 5). Retrieved from the Web 1/17/04. <http://www.uwsp.edu/psych/apa4b.htm>
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Table 1

*Average Ages Sexual Information was Acquired Compared with the Youngest and Oldest Ages  
Subjects Believed the Information Should be Acquired*

Information	Age Acquired		Youngest Age		Oldest Age	
	Mean	SD	Mean	SD	Mean	SD
How babies are made	10.1	2.9	8.5	2.8	11.9	2.7
How babies are born	10.0	3.1	8.4	3.1	11.6	2.8
Sexual intercourse	11.6	2.6	10.4	2.6	13.1	2.6
Menstruation	11.6	2.2	9.9	2.1	12.6	2.1
Nocturnal emissions	12.5	2.6	10.8	2.6	13.4	2.7
Masturbation	13.0	2.6	11.4	2.8	14.0	2.6
Birth control	13.9	2.4	12.0	2.2	14.3	2.4
Homosexuality	13.4	2.8	11.3	2.8	14.1	2.5
Genital terminology	12.4	2.9	10.4	3.3	13.1	3.3
Orgasm	14.0	2.3	12.5	2.7	15.0	2.6
STD's	14.1	2.3	12.0	2.4	14.7	2.4

STD's = Sexually transmitted diseases

Figure Captions

*Figure 1.* Percent of time married females have orgasm during intercourse with their husbands.

Data from Kinsey, Pomeroy, Martin, Gebhard (1953).

*Figure 2.* Mean number of trials to learn a passive avoidance task as a function of age and maternal ethanol consumption in rats. Data based on Riley, Lockrey and Shapiro (1979).



