

Title - should reflect the main focus of the article

Subtitle – (if required) an opportunity to expand on the main title and introduce any specificities addressed in the article.

Authors Name(s)

Name of organization, City, Country

e-mail address, if desired

ABSTRACT

Usually a single paragraph, the abstract is a concise summary of the article. It should provide the reader with a quick overview of the contents. The abstract should start with a brief theme sentence to set the scene of the article. It should then state the main purpose or aim of the article, with a brief explanation of the academic/practical importance. The methodology and main findings should be summarised, and the abstract is usually closed by briefly addressing the conclusions and implications of the paper. The length of the abstract should be contained to between 75-200 words. This is an opportunity to grab the attention of the reader and induce enough interest for them to continue reading. Note, the abstract is not an introduction – it should not contain anything that is not in the main text, and the article should be complete without it.

Keywords - A list of 5-8 words that are related to the subject of the paper, reflecting the discipline, themes and context of the study. These will serve to draw the attention of potential readers.

INTRODUCTION

A summary of the background and the contents of the article. Start by stating the wider theme of the study, highlighting central question to be addressed, and go on to explain its importance in the academic field and/or its wider practical importance. The introduction usually contains a review of the literature relating to the subject of the article, thereby serving as a background to the topic. The literature review should be concise but comprehensive, with references to previous studies that are relevant to the topic of the study. It should be clear and basic enough so that all readers, regardless of disciplinary background, will be able to follow and understand it. Note, a good literature review is not simply a summary of the previous research – rather, it is a critical evaluation of the previous research, reorganised in such a way that it is logical and reader-friendly. To this end, the introduction is rounded off by stating the remaining gaps and inconsistencies in the related field that the current article will aim to address or discuss, with a brief outline of the structure of the rest of the article.

METHODOLOGY

A description of the steps taken during the course of the study to arrive at the findings. Depending on the type of article that you write, you may or may not need a methods section. This section should be detailed enough to allow the reader to judge the appropriateness of the methods used, and its implications for the reliability of any findings. Thus it is important to justify the methods chosen. Moreover, this section should be sufficiently detailed such that any researcher would be able to replicate the study. The methods section will typically contain information on the sampling techniques, the method of data collection and the types of measurements that were used.

RESULTS

A report of the findings of a study. Results should be reported in a manner that is concise and clear to all readers. Tables and figures may be used to aid explanation, but limit this to more detailed findings that cannot be sufficiently described in a written paragraph. Cross-references to figures and tables should be provided in the text. However, the description of the results in the text should be sufficient

enough such that the reader should not have to rely on looking at any figure or table to follow the description. Therefore any figure or table used must also be described and discussed in the text. Additionally, each figure/table should have a caption at the bottom explaining its content, in order to allow the reader to understand it without having to read the main text. Statistical analysis is usually required for numerical data, and the method of statistical analysis used should be stated. Data must be presented without bias, regardless of whether or not it supports the initial hypothesis or prediction. All results must be interpreted *for* the reader – the reader should not be left having to figure out for themselves what results mean. However, some data may be subject to differential interpretation, and the author should keep in mind all alternative interpretations.

DISCUSSION

An analysis of the broader implications of the findings. The discussion should start off by restating the main purpose of the study, and should include a statement about the principle findings, highlighting the importance of the study. Findings presented in the results section should not be restated here unless being discussed, nor should this section report any new findings that have not been mentioned in the results section. A good discussion will consider the strengths and limitations of the study, and in relation to other studies, highlighting any differences in findings. The discussion will usually finish with a note about the general meaning of the study, its wider academic and/or practical implications, an identification of any unanswered questions, and a proposal for future research directions. Any conclusions drawn should be logically derived and substantiated by the evidence presented in the study. The discussion may be combined with the results section, in which case an additional 'conclusions' section may be necessary to summarise the main points.

REFERENCES

Good academic referencing is what distinguishes an academic/professional article from other types of articles. It is important to cite all outside sources of information referred to in the article. There are several reasons for this; to give credit to the work and ideas of other authors, to enable the reader to locate the original sources of information presented in the article, and to prevent the risk of plagiarism on the part of the author. Facts and ideas that are considered common knowledge often do not need to be referenced. However, references and citations are required for occasions where another person's work is mentioned, quoted, summarised, or paraphrased. Citations are also required for any definitions, tables, images and statistics that are taken from elsewhere. There are many different referencing styles, all of which are correct to use. The examples below follow the Harvard system of referencing. There are two important elements to referencing an academic/professional piece of work; in-text citations and bibliographic detailed references, both of which must be fulfilled.

In-text citations provide a direct acknowledgement of any reference to the work of others made within the text, and this is typically done either by:

- Incorporating the name of the author into a sentence, where the date of publication follows the author's name, e.g. 'In general, when writing for a professional publication, it is good practice to make reference to other relevant published work. This view has been supported in the work of Cormack (1994).'
- Placing the author's name and year of publication in brackets at the end of the sentence, or at the relevant point within a sentence, e.g. 'Making reference to published work appears to be characteristic of writing for a professional audience (Cormack, 1994).'
- Placing a number in brackets at the end of a sentence, which corresponds to the respective bibliographic reference, e.g. 'Making reference to published work appears to be characteristic of writing for a professional audience (1).'

A fully referenced piece of work will include full bibliographic details of all the references used or cited within the text. This enables the reader to find the original source of the work. This is usually presented as a list and all references are arranged alphabetically by the authors' surnames. Below are guidelines and examples for referencing information from commonly used sources:

Referencing journal articles:

Author, Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page numbers.

- e.g. Boughton, J.M., 2002. The Bretton Woods proposal: an brief look. *Political Science Quarterly*, 42(6), p.564.

Referencing books:

Author, Initials., Year. *Title of book*. Edition. (only include this if not the first edition) Place of publication (this must be a town or city, not a country): Publisher.

- e.g. Adams, R. J., Weiss, T.D. and Coatie, J.J., 2010. *The World Health Organisation, its history and impact*. London: Perseus.

Referencing websites:

Authorship or Source, Year. *Title of web document or web page*. [online] (date of update if available) Available at: include web site address/URL [Accessed date].

- e.g. NHS Evidence, 2003. *National Library of Guidelines*. [online] Available at: <<http://www.library.nhs.uk/guidelinesFinder>> [Accessed 10 October 2009].

Referencing online journal or magazine articles:

Authors, Initials., Year . Title of article, *Full Title of Magazine*, [online]. Available at: web address (quote the exact URL for the article) [Accessed date].

- e.g. Kipper, D., 2008. Japan's new dawn. *Popular Science and Technology*, [online]. Available at: <<http://www.popsci.com/popsci37b144110vgn/html>> [Accessed 22 June 2009].

Referencing PDF documents:

Authorship, Year. *Title*. [pdf] Place of publication (if known): Publisher. Followed by Available at: include web address or URL for the actual pdf, where available [Accessed date].

- e.g. Department of Health, 2008. *Health inequalities: progress and next steps*. [pdf] London: Department of Health. Available at: <http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_085307> [Accessed 9 June 2008].

Referencing newspaper articles:

Author, Initials., Year. Title of article or column header. *Full Title of Newspaper*, Day and month. Page number and column line.

- e.g. Slapper, G., 2005. Corporate manslaughter: new issues for lawyers. *The Times*, 3 Sep. p.4b.

Referencing online newspaper articles:

Author, Year. Title of document or page. Name of newspaper, [type of medium] Additional date information. Available at: URL [Accessed date].

- e.g. Chittenden, M., Rogers, L. and Smith, D., 2003. Focus: 'Targetitis ails NHS. *Times Online*, [online] 1 June. Available at: <<http://www.timesonline.co.uk/tol/news/uk/scotland/article1138006.ece>> [Accessed 17 March 2005].

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Anglia Ruskin University, (date unavailable). *Harvard System*. [online] Available at: <<http://libweb.anglia.ac.uk/referencing/harvard.htm>> [Accessed Dec 2012].