

APPENDICES

APPENDIX 1: APA Format

(Based on APA Manual, 1995)

BOOKS**One author**

Close, R. A. (1965). The English we use for science. London: Longman.

Two authors

Chamot, A. U., & O'Malley, J. M. (1986). A cognitive academic language learning approach: An ESL content-based curriculum. Rosslyn, VA: National Clearinghouse for Bilingual Education.

More than two authors

Carlson, S. B., Bridgeman, B., Camp, R., & Waanders, J. (1985). Relationship of admission test scores to writing performance of native and nonnative speakers of English (TOEFL Research Report No. 19). Princeton, NJ: Educational Testing Service.

Edited book

Gibbs, J. T., & Huang, L. N. (Eds.). (1991). Children of color: Psychological interventions with minority youth. San Francisco: Jossey-Bass.

Edited by a person other than the author

Hudson, T. D. (1989). Mastery decisions in program evaluation. In R. K. Johnson (Ed.), The second language curriculum (pp. 259-269). Cambridge: Cambridge University Press.

More than one volume

Robertson, D. L. (1982). Toward a model for the evaluation of programs in English as a second language. In Y. Krachu and J. R. Cowan (Eds.), TESL Studies: Vol. 5 (pp. 155-171). Urbana-Champaign, IL: University of Illinois Press.

Edition other than the first

Kirk, R. E. (1982). Experimental design (2nd ed.). Belmont, CA: Brooks/Cole.

Review

Auerbach, E. (1990). Review of Alien winds: The reeducation of America's Indochinese refugees by J. W. Tollefson. TESOL Quarterly, 24 (1), 85-91.

In press

Fernandez, M. R., Bermudez, A. B., & Fradd, S. L. (in press). The Hispanic dropout cycle: A proposal for change. Southwest Journal of Educational Research into Practice.

GOVERNMENT DOCUMENTS

Author listed

Johnson, L.B. (1968). Economic report of the President. Washington, D.C.: U.S. Government Printing Office.

No author listed

Department of Education and Science. (1985). Education for all: Report of the Committee of Inquiry into the Education of Children from Ethnic Minority Groups. (The Swann Report). London: Her Majesty's Stationary Office.

PERIODICALS

Author listed

Markam, P. L. (1985). The rational deletion cloze and global comprehension in German. Language Learning, 35, 423-430.

No author listed

The tree trunk. (1982, June 6). Garden Magazine, 49-62, 73-74.

Quarterly

Herning, G. (1982). Growth-referenced evaluation of foreign language instructional programs. TESOL Quarterly, 16 (4), 467-477.

MISCELLANEOUS

Interview

Asena, D. (1991, June). Hep tartıflmaların ortasında: Susanne Brogger. [Interview with Susanne Brogger]. Kadınca, 24-26.

Bulletin

Educational Testing Service (1990). 1990-91 bulletin of information for TOEFL and TSE. Princeton, NJ: Author.

Unpublished doctoral dissertation

Chelala, S. I. (1981). The composing process of two Spanish speakers and the coherence of their texts: A case study. Unpublished doctoral dissertation. New York University: New York.

Translation

De Saussure, F. (1959). Course in general linguistics (Wade Baskin, Trans.). C. Bally, and A. Reidlinger (Eds.). New York, NY: Philosophical Library.

Manuscript submitted for publication

Eastman, C. M. (1989). Diassociation: A unified language policy outcome for Kenya. Manuscript submitted for publication.

Manuscript, unpublished

Pennington, M. C., & Xiao, Y. (1990). Defining the job of the ESL program director: Results of a national survey. Unpublished manuscript. University of Hawaii at Manoa, Department of English as a Second Language, Honolulu.

Paper presented

Herring, D. L. (1984, March). Revision strategies of ESL writers: Five case studies. Paper presented at the 18th Annual TESOL Convention, Houston, Texas.

Yearbook

Buros, O. K. (Ed.). (1972). Mental Measurements Yearbook. (7th ed.) Highland Park, NJ: Gryphon.

Videotape

Levine, K. (1982). Becoming American [videotape]. Seattle, WA: Iris Films and Video.

Recording (cassette, record, tape)

Bronowski, J. (speaker). (1983). The mind [Cassette Recording BB 4418.01]. Los Angeles: Pacifica Tape Library, 5316 Venice Blvd. Los Angeles, CA 90019.

Abstract from an index

Hayman, P. M. (1978). Effects on depression of assertion training. Dissertation Abstracts International, 38, 501 A.

Memorandum

Amnesty International. (1990). Memorandum to the Governments of Hong Kong and the United Kingdom regarding the protection of Vietnamese asylum seekers in Hong Kong. New York: Author.

Unpublished raw data

Strother, J. B. & Alford, R. L. (1989). [Survey of attitudes of regional dialects]. Unpublished raw data, Florida Institute of Technology, Division of Languages and Linguistics, Melbourne.

Newsletter (continuous page)

Phil, C. (1990). Report on Southeast Asian refugee camps. For your information, No.93, 5-10 [Newsletter]. New York: Lutheran Immigration and Refugee Service.

Newsletter (discontinuous page)

Sokmen, A. A. (1988). Taking advantage of conference-centered writing. TESOL Newsletter, 22 (1), 1,5.

Colloquium

Synder, S. (1990, March). ESL Literacy: What's working, why and how. In M. Adkins (Chair), Refugee concerns interest section academic session. Colloquium presented at the 24th Annual TESOL Convention, San Francisco, CA.

Statistical report

Pitcher, B., & Ra, J. B. (1967). The relation between scores on the Test of English as a Foreign Language and ratings of actual theme writing (Statistical Report No. 67-9). Princeton, NJ: Educational Testing Service.

Project report

Stephens, W. B., & Sower, R. (1976). The Philadelphia project: The analysis and development of reasoning. Final Project Report, Grant No: 51 P 1549713-02.

Revised edition

Van Dalen, D. B., & Meyer, W. J. (1966). Understanding educational research (rev. ed.). New York, NY: McGraw-Hill.

Editorial

Guion, R. M. (1983). Comments from the new editor [Editorial]. Journal of Applied Psychology, 68, 547.

Committee (book with a corporate author)

Committee of Public Finance. (1959). Public Finance. New York, NY: Pitman.

Letter to the editor

Hadock, P. J. (1990, January). A whole different view. [Letter to the editor]. Forum, p. 52.

REFERENCE TO ELECTRONIC TEXTS (Based on Borst, 1997 and APA, 1995)

On-line

Dewey, R. (1996). APA publication manual crib sheet. [On-Line]. Available: <http://www.GaSoU.edu/psychweb/tipsheet/apacrib.html>

E-mail

Funder, D. C. (1995, March). Judgemental process and content: Commentary on Koehler on base-rate [9 paragraphs]. Psychology [On-line serial], 5(17). Available E-mail: psyc@pucc Message: Get psyc 94-xxxxx

Abstract on CD-ROM

Meyer, A. S., & Bock, K. (1992). The tip-of-the-tongue phenomenon: Blocking or partial activation? [CD-ROM]. Memory & Cognition, 20, 715-726.
Abstract from: DIALOG File: PsycINFO Item: 80-16351

APPENDIX 2: MLA Format

(Based on Gibaldi, 1996, pp. 108-182)

Book by a Single Author

Taves, Brian. The Romance of Adventure: The Genre of Historical Adventure Movies. Jackson: UP of Mississippi, 1993.

Anthology or a Compilation

Lopate, Philip, ed. The Art of the Personal Essay: An Anthology from the Classical Era to the Present. New York: Anchor-Doubleday, 1994.

Two or More Books by the Same Author(s)

Borroff, Marie. Language and the Past: Verbal Artistry in Frost, Stevens, and Moore. Chicago: U of Chicago P, 1979.

--, ed. Wallace Stevens: A Collection of Critical Essays. Englewood Cliffs: Prentice, 1963

Book by Two or More Authors

Welsch, Roger L. and Linda K. Welsch. Cather's Kitchen: Foodways in Literature and Life. Lincoln: U of Nebraska P, 1987.

Berry, Jason, Jonathan Foose, and Tad Jones. Up from the Cradle of Jazz: New Orleans Music since World War II. Athens: U of Georgia P, 1986.

Book by a Corporate Author

National Research Council. China and Global Change: Opportunities for Collaboration. Washington: Natl. Acad., 1992.

Anonymous Book

Encyclopedia of Virginia. New York: Somerset, 1993.

Translation

Dostoevsky, Feodor. Crime and Punishment. Trans. Jessie Coulson. Ed. George Gibian. New York: Norton, 1964.

Multivolume Work

Letor, Paul, et al., eds. The Heath Anthology of American Literature. 2nd ed. 2 vols. Lexington: Heath, 1994.

Book in a Series

Stewart, Joan Hinde. Collette. Twayne's World Authors Ser. 679. Boston: Twayne, 1983.

Book in Press

Fernandez, M., Bermudez, A., and Fradd, S. The Hispanic Dropout Cycle: A proposal for Change. Southwest Journal of Educational Research into Practice. (in press)

Edition Other than the First

McCrimmon, James M. Writing with a Purpose. 5th ed. Boston: Houghton Mifflin, 1972.

Statistical report

National Opinion Research Center. High School and Beyond Information for Uses: Base Year (1980) Data. Chicago: National Opinion Research Center, 1980.

Revised edition

Van Dalen, D. B., and Meyer, W. J. Understanding Educational Research. Rev. ed. New York, NY: McGraw-Hill, 1966.

Pamphlet

Best Museums: New York City. New York: Trip Builder, 1993.

Government Documents

Washburne, Edward. Memphis Riots and Massacres. U. S. 39th Cong., 2nd sess. H. Rept. 101. 1866. New York: Arno, 1969.

United Nations. Centre for National Resources. State Petroleum Enterprises in Developing Countries. Elmsford: Pergamon, 1980.

Book with No Information on Publication or Pagination

Photographic View Album of Cambridge. [England]: n. p. , n.d., N. pag.

Book Published before 1900

Dewey, John. The School of Society. Chicago, 1989.

The Published Proceedings of a Conference

Freed, Barbara F. , ed. Foreign Language Acquisition Research and the Classroom. Proceedings of Consortium for Language Teaching and Learning Conference, Oct. 1989, U of Pennsylvania. Lexington: Heath, 1991.

Unpublished Dissertation

Chelala, Silvia. "The composing process of two Spanish speakers and the coherence of their texts: A case study." Diss. U of New York, 1981.

Manuscript, unpublished

Chaucer, Geoffrey. The Canterbury Tales. Harley ms. 7334. British Museum, London.

Published Dissertation

Valantine, Mary-Blair Tuesdell. An Investigation of Gender-Based Leadership Styles of Male and Female Officers in the United States Army. Diss. George Mason U, 1993. Ann Arbor: UMI, 1993. 9316566.

Work in an Anthology

Allende, Isabel. "Toad's Mouth." Trans. Margaret Sayers Peden. A Hommock beneath the Mangoes: Stories from Latin America. Ed. Thomas Colchie. New York: Plume, 1992. 83-88.

Article in a Reference or an Edited Book

Mohanty, Jitendra M. "Indian Philosophy." The New Encyclopedia Britannica: Macropedia. 15th ed. 1987.

Brakeley, Thresa C. "Mourning Songs." Funk and Wagnalls Standard Dictionary of Folklore, Mythology, and Legend. Ed. Maria Leach and Jerome Fried. 2 vols. New York: Crowell, 1950.

Artical in a Journal

Markam, Paul. "The rational deletion cloze and global comprehension in German." Language Learning 35 (1988): 423-430.

Artical in a Newspaper

Özözlü, Haluk. "Cunda (Alibey) island." Newspot: Turkish Digest, 20 July 1991: 4

Article in a Magazine

Nixon, Will. "Are We Burying Ourselves in Junk Mail?" E: Environmental Magazine Nov.-Dec. 1993: 30+

Anonymous Article

The Decade of the Spy." Newsweek 7 Mar. 1994: 26-27.

Introduction, a Preface etc.

Drabble, Margaret. Introduction. Sister Carrie. By Theodore Dreiser. New York: Bantam, 1982. v-xi.

Editorial

Evans, Harold. "Free Spech and Free Air." Editorial. U.S. News and World Report 11 May 1987: 82.

Letter to the Editor

Levin, Harry. Letter. Partisan Review 47 (1980): 320.

Safer, Morley. Letter. New York Times 31 Oct. 1993, late ed., sec. 2: 4.

Review

Anderson, Jack. Rev. of Don Quixote, American Ballet Theatre, Metropolitan Opera House, New York. New York Times 30 May 1987, late ed. : 13.

Rev. of Anthology of Danish Literature, ed. F. J. Billeskov Jansen and P. M. Mitchell. Times Literary Supplement 7 July 1972: 785.

Artical in a Microfishe

Chapman, Dan. "Panel Could Help Protect Children." Winston-Salem Journal 14 Jan. 1990: 14. Newsbank: Welfare and Social Problems 12 (1990): fiche 1, grids A8-11.

Material on CD-ROM

Guidelines for Family Television Viewing. Urbana: ERIC Clearinghouse on Elementary and Early Childhood Educ., 1990. ERIC. CD-ROM. SilverPlatter. June 1993.

Galloway, Stephen. "TV Takes the Fall in Violence Poll." Hollywood Reporter 23 July 1993: 16. Predicasts F and S Plus Text: United States. CD-ROM. SilverPlatter. Oct. 1993.

English Poetry Full-Text Database. Rel. 2. CD-ROM. Cambridge, Eng.: Chadwyck, 1993.

Publication on Diskette

Joyce, Michael. Afternoon: A Story. Diskette. Watertown: Eastgate, 1987.

Interview

Lansbury, Angela. Interview. Off-Camera: Conversations with the Makers of Prime-Time Television. By Richard Levisnson and William Link. New York: Plume-Nal, 1986. 72-86.

Paper Presented at a Conference

Kristeva, Julia. "Healing and Truth in Psychoanalysis," Div. on Psychological Approaches to Literature. MLA Convention. New York, 29 Dec. 1986.

TV and Radio Programs

Davies, Andrew, adapt. Middlemarch. By George Eliot. Dir. Anthony Pope. Perf. Juliet Aubrey and Patrick Malahide. 6 episodes. Masterpiece Theatre. Introd. Russell Baker. PBS. WGBH, Boston. 10 Apr.-15 May 1944.

Sound Recording

Shakespeare, William. Othello. Perf. Laurance Olivier, Maggie Smith, Frank Finley, and Derek Jacobi. Dir. John Dexter. LP. RCA Victor, 1964.

Film or Video Recording

Chaplin, Charles, dir. Modern Times. Perf. Cahplin and Paulette Goddard. United Artists, 1936.

An Electronic Text

Octovian. Ed. Frances McSparran. Early English Text Soc. 289. London: Oxford UP, 1986. Online. U of Virginia Lib. Internet. 6 Apr. 1994.

APPENDIX 3: Issues to Focus on in Conducting Research

The following are Gay's (1987) questions directed to a particular research method :

Descriptive Research**Questionnaire Studies**

- Are questionnaire validation procedures described?
- Was the questionnaire pretested?
- Are pilot study procedures and results described?
- Are directions to questionnaire respondents clear?
- Does each item in the questionnaire relate to one of the objectives of the study?
- Does each questionnaire item deal with a single concept?
- When necessary, is a point of reference given for questionnaire items?
- Are leading questions avoided in the questionnaire?
- Are there sufficient alternatives for each questionnaire item?
- Does the cover letter explain the purpose and importance of the study and give the potential respondent a good reason for cooperating?
- If appropriate, is the confidentiality of responses assured in the cover letter?
- Was the percentage of returns at least 70 % ?
- Are follow-up activities described?
- If the response rate was low, was any attempt made to determine any major differences between responders and nonresponders?

Interview Studies

- Were the interview procedures pretested?
- Are pilot study procedures and results described?
- Does each item in the interview guide relate to a specific objective of the study?
- When necessary, is a point of reference given in the guide for interview items?
- Are leading questions avoided in the interview guide?
- Does the interview guide indicate the type and amount of prompting and probing that was permitted?
- Are the qualifications and special training of the interviewers described?
- Is the method that was used to record responses described?
- Is there a more reliable, unbiased method of recording responses that could have been used?
- How were responses to semistructured items quantified and analyzed?

Observation Studies

- Are observational variables defined?
- Were observers required to observe more than one behavior at a time?
- Was a coded recording instrument used?
- Are the qualifications and special training of the observers described?
- Is the level of observer reliability reported?

Is the level of observer reliability sufficiently high?
Were possible observer and observee biases discussed?

Correlational Research

Relationship Studies

Were variables carefully selected or was a shotgun approach used?
Is the rationale for variable selection described?
Are conclusions and recommendations based on values of correlation coefficients corrected for attenuation or restriction in range?
Do the conclusions indicate casual relationships between the variables investigated?

Prediction Studies

Is a rationale given for selection of predictor variables?
Is the criterion variable well defined?
Was the resulting prediction equation validated with at least one other group?

Casual-Comparative Research

Are the characteristics or experiences that differentiate the groups (the independent variable) clearly defined or described?
Are the critical extraneous variables identified?
Were any control procedures applied to equate the groups on extraneous variables?
Are causal relationships found discussed with due caution?
Are plausible alternative hypotheses discussed?

Experimental Research

Was an appropriate experimental design selected?
Is a rationale for design given?
Are sources of invalidity associated with the design identified and discussed?
Is the method of group formation described?
Was the experimental group formed in the same way as the control group?
Were existing groups used or were groups randomly formed?
Were treatments randomly assigned to groups?
Were critical extraneous variables identified?
Were any control procedures applied to equate groups on extraneous variables?
Is there any evidence to suggest reactive arrangements (for example, the Hawthorne effect)? (Gay, 1987, pp. 503-505)

APPENDIX 4: Steps in Writing a Research Paper

Menasche (1984) outlines in the following the stages that a researcher needs to go through in producing a research project/paper:

1. Choose a subject.
|
2. Is it practical and interesting?
Yes No -- (Go to number 1.)
|
3. Check reference sources for your topic in the library.
|
4. Narrow the subject.
|
5. Is it narrow enough?
Yes No -- (Go to number 4.)
|
6. Find out what resources the library has for this topic by beginning a
preliminary bibliography.
|
7. Are there useful books and articles available?
Yes No -- (Go to number 1.)
|
8. Further develop a preliminary bibliography.
|
9. Read and take notes to get familiar with the topic.
|
10. Do you know enough to be able to focus on one, very limited aspect?
Yes No -- (Go to number 9.)
|
11. Develop a preliminary thesis statement and preliminary outline.
|
12. Continue reading and taking notes.
|
13. Do you have enough notes, information, and ideas?
Yes No-- (Go to number 12.)
|
14. Revise your preliminary thesis statement and preliminary outline.
|
15. Draft the body of the paper.
|
16. Draft the introduction and conclusion.
|
17. Redraft all or part.
|
18. Are you satisfied? (Remember that you have limited time.)
Yes No -- (Go to number 17.)
|

19. Add citations and bibliography.
|
20. Are citations and bibliography complete?
Yes No -- (Go to number 19.)
|
21. Edit for mechanical errors (such as spelling and punctuation).
|
22. Are you satisfied that there are no other errors?
Yes No-- (Go to number 21.)
|
23. Add the cover page (with your name, the title, etc.).
|
24. Hand the paper in to your instructor and then relax.