## Contents

**Preface** viii  
**Acknowledgments** xi  

### 1 Writing Professionally 1  
**How Does Professional Writing Differ From Other Kinds of Writing?** 2  
**Using APA Style** 3  
**Making a Credible Argument** 5  
**Different Types of Communication** 6  
**Effective Communication** 8  
**Establishing Good Writing Habits** 9  
**Ethical Writing** 10  

### 2 Elements of Style 15  
**Recognizing the Importance of Good Grammar and Style** 16  
**Choosing Effective Wording** 17  
**Using Inclusive and Appropriate Language** 19  
**Deciding on the Use of Technical Language** 20  
**Avoiding Common Problems** 21  
**Verb Forms** 24  
**Spelling** 25  
**Specific Word Use** 25  

### 3 The Introduction Section 32  
**Introducing the Topic** 33  
**Different Approaches to Starting the Introduction** 34  
**How to Begin** 38  
**Reviewing the Literature** 38  
**Introducing Your Research: Generating a Hypothesis** 40
## Contents

### 4 The Method Section
- Participants and Subjects 44
- Materials and Apparatus 52
- Procedure 56
- Design 58

### 5 Communicating Statistics
- Why Do We Use Statistics? 60
- What Point Are You Trying to Make? 61
- Understanding Your Numbers 63
- Helping Readers Understand Your Statistics 65
- Differentiating Results and Interpretations 68

### 6 The Results Section
- Your Hypothesis 70
- Deciding What to Present 71
- APA Style and Presentation of Your Results 74
- Creating Tables 77
- Creating Figures 82
- The Connection Between the Text and the Tables and Figures 87
- The Difference Between Results and Discussion Sections 87
- Some Final Points About Presenting Results 88

### 7 The Discussion Section
- Summarizing Your Results 92
- Connecting Different Aspects of Your Results 94
- Dealing With Nonsignificant Results 95
- Comparing Your Results With Those of Others 96
- Stating the Importance and Implications of Your Results 97
- Acknowledging the Limitations of Your Study 98

### 8 References: Citations in the Text and the Reference List
- Citing References in the Text 101
- Order of Citations in the Reference List 105
- Using Your Word-Processing Program to Create the Citation 105
- Examples of How Different Types of References Should Be Laid Out 106

### 9 Final Touches: The Abstract and Formatting Details
- The Abstract 115
- Formatting Your Manuscript 116