

## TITLE PAGE<sup>1</sup>

Article Title

Authors & Affiliation

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<sup>1</sup> Adapted from the work by: Mikhailova, E.A. & Nilson, L.B. (2007). Developing Prolific Scholars: The "Fast Article Writing" Methodology. *Journal of Faculty Development*, 21 (2), 93 – 100.

## **ABSTRACT**

**1 double-spaced page, 250 words**

### FOR QUANTITATIVE (POSITIVISTIC) STUDIES

**Objectives, hypotheses or research question(s):** 1 – 2 sentences

**Theoretical Framework** – 1 sentence

**Rationale:** 1 sentence

**Methods:** 2 – 3 sentences

**Results:** 3 – 5 sentences

**Conclusion:** 1 – 2 sentences

**Keywords:** list up to 6 words (Avoid repeating words in the title)

### FOR QUALITATIVE (NATURALISTIC) STUDIES

**Objective, or research question / problem being investigated:** 1 – 2 sentences

**Rationale:** 1 sentence

**Paradigmatic Approach:** 1 – 2 sentences

**Methods:** 1 – 2 sentences

**Theoretical Framework (when applicable)** – 1 sentence

**Findings:** 3 – 5 sentences (summarize major themes)

**Conclusion/Discussion:** 1 – 2 sentences

**Keywords:** list up to 6 words (Avoid repeating words in the title)

## FOR MIXED METHODS (PRAGMATIST) STUDIES

**Objective, or research question / problem being investigated:** 1 – 2 sentences

**Rationale:** 1 sentence

**Paradigmatic Approach:** 2 – 3 sentences

**Quantitative Methods:** 1 – 2 sentences

**Qualitative Methods:** 1 – 2 sentences

**Theoretical Framework (when applicable)** – 1 sentence

**Findings - Quantitative:** 2 – 3 sentences

**Findings - Qualitative:** 2 – 3 sentences

**Conclusion/Discussion:** 1 – 2 sentences

**Keywords:** list up to 6 words (Avoid repeating words in the title)

## INTRODUCTION – WHAT & WHY?

2 - 3 double-spaced pages

**Statement of purpose:** Clearly state **WHAT** you intend to do in this manuscript (prepare the reader):

*The purpose of this paper is...*  
*In this paper, the authors propose...*  
*This report contains...*

**Brief statement of the problem:** If the problem has not already been identified in the purpose statement, talk about it, here.

**Rationale:** Clearly state **WHY** your problem is important to examine, study, observe, discuss.

**Background: BUILD YOUR CASE through a FOCUSED literature review.**

### TIP

Try building a case for the PURPOSE of your manuscript, instead of building a case for your PROBLEM. This focuses the LITERATURE REVIEW on literature that supports your purpose, your choice of approach, your innovative analysis, etc. Leave the “general” background literature to bring in, during the *discussion*.

**Theoretical Framework** (if quantitative study) – Briefly mention the theoretical lens you will be using for your study. If necessary, have a sub-heading inside the introduction, to describe your theoretical framework in more detail. When applicable/possible, ADD A CONCEPTUAL DIAGRAM, depicting hypothesized relationships among variables.

**For Qualitative Studies:** Describe authors’ biases/perspectives (when applicable). If theory was used to help with data analysis and/or interpretation, you may want to discuss the theoretical framework, later, in the “methods” section.

## **METHOD(s) – HOW & WHEN?**

**2 - 3 double-spaced pages**

<b>DETAILS, DETAILS, DETAILS !!!!!!!</b>
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**Briefly re-capture purpose and study's paradigm (quantitative, qualitative or mixed methods)**

Readers have very short memories and attention spans. If you stated the purpose of your study at the beginning of the introduction, make sure to repeat it (in concise format) at the very end of the introduction, or at the very beginning of the methods section: re-mind your reader (focus their minds, again).

**Name your study's design:**

In one sentence (or less), name your study design.

**Describe Sample/Population:**

Describe the nature/type of sample, its size, recruitment of participants (when appropriate), and IRB approval (when needed).

**Describe Measures:**

Provide detailed information on measures and their quality.  
If out of space: provide a matrix/table outlining all measures in the study.

**Describe Data Collection Strategy/Procedures:**

Outline the major steps involved in data collection. If the design of the study and data collection procedures are too complex, **consider providing a graph** depicting the steps in the process.

**Describe Analyses Employed:**

Describe analyses of data, in as much detail as the space allows.

QUALITATIVE STUDIES: usually, description of analytical steps and strategies is the weakest aspect of published qualitative studies. Authors should be aware of this, and take care to spell out the analytical steps in more detail.

**TIP**

Always provide **citations supporting your methodological and analytic choices.** This provides a level of thoroughness and quality to a manuscript, unmatched by reports that do not contain such documentation.

## **RESULTS / FINDINGS – AND...?**

**3 - 4 double-spaced pages**

**Prepare** tables, figures, graphs according to journal's format and limits.

**Describe most important findings:**

Report only results/findings that fulfill the **purpose** proposed in the introduction (nothing more).

Describe data in the tables and figures: do NOT EXPECT readers to interpret and understand your tables and figures. However, avoid describing each table cell-by-cell; provide the “big picture”.

**DO NOT DESCRIBE** any METHODS, here.

**DO NOT INTRODUCE** any NEW CONCEPTS, here.

**Organize findings/results in the same order** they were mentioned, or proposed, in the introduction.

**MATTER OF STYLE (or not?):** I prefer to use the term **RESULTS** in quantitative studies (when mathematical calculations are employed), and the term **FINDINGS** in qualitative studies (when the goal is discovery, and not the outcome of a computation).

<b>TIP</b>
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As you write the results/findings, you will be asking questions of your data, and you will be making associations with other, available data/studies. Make notes of these thoughts and, later, transfer them to discussion section. OR: begin a bulleted list of items you want to make sure you address in the discussion section.

## CONCLUSIONS/DISCUSSION – SO WHAT?

2 - 3 double-spaced pages

- \* **MOST DREADED** section to write...
- \* **Begin “writing” the discussion AS YOU WRITE THE RESULTS (see tips)**

IF SPACE ALLOWS: Briefly summarize your results/findings (one paragraph).

Explain what your findings *mean*: their implications, what they suggest, how they support other scholars’ findings (or go against them...).

HERE is where you bring the REMAINING LITERATURE REVIEW you didn’t cite in the introduction (supporting your topic, not your purpose).

Address the question: **SO WHAT?** (Some journals in public health request authors write a section on “Implications for Practice/Practitioners” and “Implications for Research”).

### TIP

As you write the results/findings, for each of the MAJOR FINDINGS, as you’re describing them, write one or two sentences beginning with: **“*This finding/result means...*”** Pull these sentences out of the results section, and you’ll have substantive material to address in the DISCUSSION section. (I usually end up with more than I can handle!!!!)



## **ACKNOWLEDGMENTS (when the journal allows)**

### **1 double-spaced paragraph**

Acknowledge funding sources.

Acknowledge help with study procedures and analyses.

Acknowledge study participants, when appropriate.

## **REFERENCES / CITATIONS**

**Pay attention to journal limits**

(Use software, such as RefWorks or EndNote®, to help you organize/manage citations)