

**STRATEGIES FOR WRITING A SCHOLARLY ARTICLE / RESEARCH  
PAPER  
PLANNING FOR WRITING**

**Prof. Sunil Behari Mohanty  
Editor,**

**Journal of All India Association for Educational Research  
<http://www.aiaer.net/ejournal>**

- \*Selecting a broad subject area;
- \*Finding a topic within that broad area to write about;
- \*Deciding the type of paper – Informative and Argumentative / Persuasive;
- \*Informative paper may cover aspects such as: arranging information around a definition, classifying examples, demonstrating similarities/ differences between two or more people or things;
  
- \*Argumentative / Persuasive paper may cover aspects: stating a premise and giving support for that premise –Induction (Inferring a general principle from a group of examples); Deduction (Inferring a group of effects, given a general principle i.e. Cause/Effect).

**PRELIMINARY WRITING**

- \*Preparing an outline of the paper – leaving spaces blank to be filled up in between sections, as the article writing progresses;
- \*Writing Introduction and whatever ideas are there in one's mind in respect of the body of an article -Developing one's own ideas about the topic and pointing out aspects that need concrete support from other sources;

**REVIEW OF LITERATURE**

- \*Critical reading of relevant literature;
  - \*Evaluating the information one reads, noting the source from where it is coming from;
  - \*Reading and re-reading an article/book until it is understood completely;
  - \*Taking notes simultaneously being careful not to plagiarise;
  - \*Realising the distinction between plagiarism and incorporating other's ideas;
  - \* While taking note, one has to take note in one's own language so that the problem of plagiarising shall not arise;
- Exploring Internet Resources in listing various relevant articles in journals and books;
- Noting appropriate quotations to support the contention / idea stated;
- Summarising the review, preferably, in a tabular form

If one gets certain reference cited in the material being read, it may be necessary to go to original reference, so that mistakes committed in the book / paper are not repeated by the present author;

Some times, the materials available in the Internet may be wrong;

Materials available in print also may be wrong;

For example, a book or an article may state Article 45 of Directive Principles of the Constitution of India as \_\_\_\_\_x\_\_\_\_\_

To day, the stated fact may be wrong.

### **Difference between Bibliography and References**

#### **IMPROVING PRELIMINARY VERSION OF THE MANUSCRIPT**

- \*Fitting the new material into the material written already;
- \*Re-reading one's writing, and marking important ideas / points or examples that one finds in it;
- \*While writing a proposition, formulating statement as concisely and precisely as possible;
- \*Keeping in mind the truth that the writing is meant for a reader who may not know what the author knows;
- \*Stating objectives, hypotheses, samples, tools and procedure through which data analysis was carried out
- \*Stating data obtained in form of tables and illustrations

\*Framing a clear and concise thesis statement that links the subject of an essay with a controlling idea, which appears at, or near, the end of the introductory paragraph of the paper and revising it from time to time during the process of development of a paper;

\*Arranging thoughts in systematic and functional manner

\*Comparing the findings of the study, with similar or opposite thoughts/ findings taking data from review of literature

\*Crafting paragraphs and revising them, as the paper develops

Giving appropriate quotations to support the contention/ idea stated

\*Making explicit and clear statement of the premises, assumptions and the scope of the paper

\*Most scholarly articles have following sections:

*Introduction*

*Review of Literature*

*Objectives*

*Hypotheses*

*Limitations*

*Methods*

*Tools used*

*Data Collection*

*Analysis of Data*

*Interpretation of Data*

*Discussions*

*Conclusion*

*References*

\*Six Elements of a paper as per American Educational Research Association are:

1. Objectives or purposes;
2. Perspective(s) or theoretical framework;
3. Methods, techniques, or modes of inquiry;
4. Data sources, evidence, objects, or materials;
5. Results and/or substantiated conclusions or warrants for arguments/point of view; and
6. Scientific or scholarly significance of the study or work.

*Theoretical or methodological papers will include information that is the equivalent of element (4) for those genres of scholarly work.*

### **PREPARING MANUSCRIPT FOR A SPECIFIC JOURNAL**

\*Deciding the journal to which the manuscript is to be sent and going through its Guidelines for authors for preparing manuscripts;

Some journals refer to a particular style suggested by American Psychological Association (APA); University of Chicago; Modern Language Association (MLA) ; etc.

\*Re-arranging the material developed in systematic manner, as required by the journal;

\*Making in text citations and simultaneously developing a Reference list as per style prescribed for the journal;

\*Preparing Tables: Some journals require tables etc. to be given at the end and in the text to mention (Insert Table 1 here).

### **Language Editing**

Consistency in version of English Language: UK English / USA English;

Consistency in tense usage: past /present tense through out;

Ensuring grammatically correct writing: punctuation; word choice, etc,

Ensuring brevity in language used;

Re-checking grammar, punctuation and style of the journal for which the manuscript is being written

### **Copy Editing**

Checking correctness of author spelling in the text and in the Reference list;

Rearranging reference list as prescribed for the specific journal;

Rearranging in text citation as prescribed for the specific journal;

\*Ensuring appropriate font size as prescribed by the journal;

\* Ensuring appropriate Page Setup (Margins-left, right, top, bottom) as prescribed by the journal;

\*Checking Word Count (Number of words as prescribed by the journal);

### **REVIEWING BY FRIENDS & EXPERTS**

\*Taking a print out and taking copies

\*Giving copies to peers for review, as one may not be able to locate all types of mistakes

Carrying out corrections, if necessary after peer review, keeping in mind the fact that feedback (s) may be wrong

\*Final Proof Reading of the Print out and carrying out corrections, if necessary

## **WRITING AN ABSTRACT**

Abstract is the summary written within specified number of words, which vary from one journal to another.

## **SENDING TO A JOURNAL**

\*Going through the manuscript, to ensure it is error free;

\*Mentioning Titles, Name of the Author and Address for Correspondence on a separate page to facilitate anonymous reviewing of the article.

\*Every author is expected to have an e-mail ID. If the manuscript is being sent by e-mail, it may be better to inform by telephone, so that the editor may not reject the mail as SPAM. Besides number of copies of manuscripts should also be sent by post, if required by the journal

\*Writing a Letter addressed to the Editor

\*Having signatures of all authors in the letter giving an undertaking that the said manuscript has not been sent to any other journal

\*Enclosing two self addressed envelopes (with adequate postage stamps): one for acknowledgement of receipt and the other for acceptance of the manuscript;

\*There are instances of journal editors making mistakes. Hence, the author should have an exact copy of the material being sent to the Editor so that editorial mistakes can be brought to the notice of the Editor for reporting the mistake in the subsequent issue of the journal.

## **Deliberations At Seminars / Conferences Provide Opportunity for Improvement in the Manuscript.**

**Manuscript Rejected by one Journal may be Accepted by another. A journal may not accept a manuscript as it has huge backlog, another may be hungry to receive a manuscript**

## **COMMON ERRORS IN WRITING A SCHOLARLY ARTICLE**

\*Reference mentioned in the text does not appear in the reference list at the end of the article.

\*Reference in the text, let us say, "Hussain, 1997", whereas the reference list at the end gives "Hussain, 1987", for the same source.

\*Spelling of the surname mentioned in the text does not match with the spelling of the surname in the Reference list

\*Mistake in name of the place of publication

\*Mistake in name of the publisher

\*Mistake in the year of publication

\* Giving Foot notes, although the journal does not accept it

- \*Mistake in arranging reference list as per journal reference style
- \*Spelling errors in the text (Spell check in computer does not take care of all errors)
- \*Grammatical errors in the text
- \* Inconsistency in Tense
- \*Inconsistency in presentation
- \*Missing words / sentences at the time of correction by the author
- \*Inconsistency in use of language version:: UK English / USA/ English
- \*Unnecessary formatting
- \*Going beyond word limit for an article for a journal
- \* Using 'Ibid.'; 'Op. cit'; 'Loc. cit' in the running text;
- \*Language used in manuscript indicates one author, whereas letter / title page mention more than one author;
- \*No Signature of each author in the letter to the Editor
- \*Incomplete address and non mention of E-mail ID and Tel. No. of the authors
- \*Name and address of the author including E-mail ID and title of the article not on a separate page
- \*Pages not numbered