

Report Outline

This assignment should help you focus your thoughts, organize your research, and not procrastinate to get started!

This outline will serve as a starting point for your report. The final draft of your literature review should NOT just be this fragmented information strung together in paragraph form.

Rather, your final draft should be a substantial, thoughtful, analytical report that provides accurate summaries, detailed description of methods, objective reporting of results, and an insightful evaluation of the findings.

Instructions

- ▶ Read the three required articles about social media and news consumption.
- ▶ Read the Instructor Notes: What is IMRAD?
- ▶ Use the investigative question in the Assignments button with Unit 2 folder.
- ▶ Use APA style to create title page and references pages and to format draft.
- ▶ Follow outline format on next pages to submit outline for Abstract, and Introduction, Literature Review.
- ▶ Upload document into the Report Outline Submission Box.

This assignment counts as an assignment (not as an essay) grade for this course.

- ▶ Determine main idea of each article
- ▶ Identify how each other article relates the other articles.
- ▶ Arrange articles in the order they will be covered in the lit review.
- ▶ Include context and supporting details for each article, as given below.

Format

- ▶ Use APA formatting for a document:
 - Times New Roman 12-point font for all text, including header and title.
 - Entire document double-spaced.
- ▶ Use outline format with headings and bullets for information.
 - Headings should be the same as the ones used on the sample document.
 - See example at end of document.
- ▶ EXCEPT for investigative question, do NOT have to use complete sentences.
- ▶ See Sample Social Sciences Report in Unit 2 folder for example, especially of titles, headers, etc.

Content

► Title page

- Is its own page on the first page in the document.
- Double-spaced.
- Include a running header and a page number in the top header space:
 - Not on first line of page but in actual top header space.
 - Use the phrase Running head: (Capital "R," lowercase "h," and colon).
 - Use a shortened form of the paper title in ALL CAPS.
 - Running head: ALL CAPS TITLE should be flush to left margin.
 - Page number should be flush to right margin.
 - Page number is just the number – no abbreviations for *page*.
- Title
 - In title case.
 - Centered.
 - Bolded.
 - About halfway down the page (press Enter 7 times).
- Four lines of contact information:
 - Skip a line below title (press Enter 1 time).
 - Centered.
 - Your name.
 - School name.
 - Course name.
 - Date give as month day, year.
- Use an appropriate, creative, relevant title for this assignment.
 - Not Social Sciences Report.
 - Can include a subtitle following a colon.

► Abstract

- Is its own separate page.
- Use outline at end of document as sample.
- Header:
 - Different from title page.
 - Same as every page to follow in the document.

- Page number consecutive to the page before it.
- Not on first line of page but in actual top header space.
- Does NOT use the phrase Running head.
- Is a shortened form of the paper title in ALL CAPS.
- ALL CAPS TITLE should be flush to left margin.
- Page number should be flush to right margin.
- Page number is just the number – no abbreviations for *page*.
- Title:
 - Is the word Abstract.
 - Centered.
 - On the first line.
 - The first letter should be capitalized.
 - No other special formatting (like bold, italics, all caps, etc.).
- Double-spaced.
- First sentence is flush to the left margin (not indented).
- Not exceed one page, including the keywords section.
- Should be one paragraph:
 - At least 5 sentences.
 - Sentences move from a general big-picture statement on the subject to the very specific statement/question about the investigative topic.
 - Gives mini-overview of entire report.
- Keywords section:
 - On line directly underneath the last line of the abstract paragraph.
 - Be indented to 0.5 inch.
 - Begin with the word *Keywords*...
 - which should be italicized
 - with the first letter should be capitalized
 - and a colon after it.
 - List the keywords themselves...
 - in lower-case letters
 - in alphabetical order.
 - with a comma to separate
 - and NO period after final keyword.
 - Include at least 10 different keywords.

- Can use short phrases or double words for keywords to be specific.
- Avoid first-person point of view.
- Avoid second-person point of view?

► **Introduction**

- Begin on page separate from Abstract.
- Use outline at end of document as sample.
- Include 2 pieces of contextualizing information.
- Write the investigative question as a complete sentence.
- Include title of the whole report:
 - Centered.
 - On first line of the page.
 - In title case.
 - No other special formatting (like bold, italics, all caps, etc.).
 - Should match the title in the running head.
- Include heading of Introduction:
 - Centered.
 - First word capitalized.
 - Bolded.
 - No line of space between title and heading.
 - No line of space between heading and paragraph.

► **Literature Review**

- Begin on same page as end of introduction.
- Include heading of Literature Review:
 - Centered, bolded, first letter of each word capitalized.
 - No line of space between heading and paragraphs above and below.
- First sentence of paragraph is indented.
- For each of the 3 articles include...
 - Title in Sentence case with no quotation marks, standard for APA style.
 - Authors, last name first then initials, with commas to separate.
 - Main idea/investigative question for each article as complete sentence.
 - How article relates to previous article (for Articles 2-4).
 - Two details related to the main idea.

- One direct quote with parenthetical in-text citation that includes...
 - Author last name, publication year, page number.
 - Directly after the direct quote.
 - Enclosed within parentheses.
 - Elements separated by commas.
 - Abbreviation p. or pp. with page number/s.
 - Period after closing parenthesis.

► **References**

- On page separate from table and/or the last portion of the essay.
- Include the same header as for the essay body pages.
- Use APA style for formatting and documentation.
- Use Times New Roman 12-point font for all text.
- Title of page should be ...
 - On first line of page
 - References
 - Centered
 - Times New Roman 12-point font
 - No other special formatting
- Include all three citations, one for each of required articles.
- Entire page is double-spaced, including within and between citations.
- Alphabetize citations according to the first word in each citation.
- Use hanging indentation—that is, the first line is flush to the left with the second and subsequent lines indented to 0.5 inch.
- View the information, instructions, and examples in the APA Formatting & Documentation button for so much more material about APA style.

Example & Using the Sample Student Essay

The next pages show an example of this assignment.

This Just In: Social Media Usage for News Consumption

Student Name

Central Carolina Community College

Eng 112: Writing/Research in the Disciplines

Month day, year

Abstract

- I. General statement about news or social media or pandemic.
- II. Statement about how 2 of the 3 above topics (news, social media, or pandemic) relate to one another.
- III. Statement about those 2 topics relate to the third topic.
- IV. Statement about previous research conducted about this topic.
- V. Statement about the specific topic explored by this study.

Keywords: first word, second word, third, fourth keyword, fifth, sixth, keyword phrase seventh, eighth, ninth, tenth

Title of the Report Goes Here

Introduction

- A. Contextualizing Information:
 - 1. First bit of context.
 - 2. Second bit of context.
- B. Investigative Question: Use the question given in the Assignments button with the Unit 2 folder.

Literature Review

- I. Article 1: Title of First Article Goes Here by List of Authors Here.
 - A. Main idea/investigative question goes here.
 - B. First supporting detail.
 - C. Second supporting detail.
 - D. “direct quotation from story” (#).
- II. Article 2: Title of Second Article Goes Here by List of Authors Here.
 - A. Main idea/investigative question goes here.
 - B. How article relates to previous article.
 - C. First supporting detail.
 - D. Second supporting detail.
 - E. “direct quotation from story” (#).
- III. Article 3: Title of Third Article Goes Here by List of Authors Here.
 - A. Main idea/investigative question goes here.
 - B. How article relates to previous article.
 - C. First supporting detail.

D. Second supporting detail.

E. "direct quotation from story" (#).

References

- Beutler, I.F. (2012). Connections to economic prosperity: Money aspirations from adolescence to emerging adulthood. *Journal of Financial Counseling and Planning*, 23(1), 17-32.
- Jeffrey, J.A. (2007). Suffering, selfish, slackers? Myths and reality about emerging adults. *Journal of Youth and Adolescence*, 36(1), 23-29. doi:10.1007/s10964-006-9157-z
- Settersten, R.A., & Ray, B. (2010). What's going on with young people today? The long and twisting path to adulthood. *The Future of Children*, 20(1), 19-41.