



חוות דעת על כתב יד שהתקבל במערכת

לשופטות המאמר,

נודה לך אם תוכלי לסכם את חוות דעתך על המאמר המצורף למייל

אנא התייחסי לקריטריונים בלוח הבא, וכן צרפי חוות דעת עם הערות מפורטות ובמידת הצורך המלצות לתיקונים. הערות בונות יסייעו לשיפור המאמר ו/או יסייעו לכותבים גם בהמשך דרכם. המסמך עם ההערות ישלח לכותבת באופן **אנונימי**, כך שזהות השופטות תשמר בסוד.

| | | | נמוך | בינוני | גבוה | גבוה מאוד | |
|---|-------------------------------------|---|------|--------|------|-----------|---|
| 1 | התאמת המאמר לכתב העת | המאמר מתאים לתכנים בהם עוסק כתב העת | 1 | 2 | 3 | 4 | 5 |
| 2 | מקוריות וחדשנות | נושא המאמר הוא מקורי וחדשני | 1 | 2 | 3 | 4 | 5 |
| 3 | סקירת ספרות | יש התייחסות לספרות רלוונטית ועדכנית | 1 | 2 | 3 | 4 | 5 |
| 4 | שיטת מחקר (למאמרים אמפיריים) | שיטת המחקר תואמת למטרות/שאלות/ השערות המחקר | 1 | 2 | 3 | 4 | 5 |
| 5 | תרומה | המאמר תורם לידיע במינהל החינוך | 1 | 2 | 3 | 4 | 5 |
| 6 | איכות כתיבה | הכתיבה ברורה ורהוטה | 1 | 2 | 3 | 4 | 5 |

APA: TABLES AND FIGURES

*Information on this handout is summarized from the *Publication Manual of the American Psychological Association* (American Psychological Association [APA], 2001). Examples are fictional in content.

Tables:

- ◆ Use tables for the purpose of simplifying text. A table with 2 or fewer columns and rows should be presented in text format instead of a table.
- ◆ In text, refer to every table.
e.g. As shown in Table 2, the OR (see Table 2). Tell the reader what to look for, but only mention the major points of the table.
- ◆ Number tables in the order they are first mentioned in text. Do not write “the table above” or “the table below.”
- ◆ Be consistent in the formatting and vocabulary of all tables when writing a paper.
- ◆ Double-space the entire table.
- ◆ Ensure that your table title is brief but explanatory.
- ◆ Italicize the table title. Do not italicize the table number.
- ◆ Standard abbreviations and symbols, such as % or *no.* may be used in headings without further explanation.
- ◆ Ensure each column has a heading
- ◆ Capitalize only the first letter of the first word of all headings. If a word is a proper noun, however, be sure to capitalize the first letter anyway.
- ◆ Notes are placed below the table.
- ◆ If the table is from another source, include a note below the table specifying whether it is from another source or adapted from another source.
e.g. “*Note.* From....” OR “*Note.* Adapted from...” OR “*Note.* The data in column 1 are from...”

Example

See Table 1 as a guide to the formatting of a table. This table is an example from the *Publication Manual of the American Psychological Association* (APA, 2001, p. 149). The fictitious general note has been included as an example.

Table 1

Error Rates of Older and Younger Groups

| Level of difficulty | <u>Mean error rate</u> | | <u>Standard deviation</u> | | <u>Sample size</u> | |
|---------------------|------------------------|-------|---------------------------|-------|--------------------|-------|
| | Younger | Older | Younger | Older | Younger | Older |
| Low | .05 | .14 | .08 | .15 | 12 | 18 |
| Moderate | .05 | .17 | .07 | .15 | 15 | 12 |
| High | .11 | .26 | .10 | .21 | 16 | 14 |

Note. From “Generations,” by L.G. Elias and C.C. Bent, 2002, *Journal of Geriatric Care*, 5, p. 22.

Placement of Tables and Figures:

According to the APA (2002), the “typesetter lays out tables and figures closest to where they are first mentioned” (p. 155). However, check with your teacher concerning requirements about table and figure placement. Tables and figures are sometimes placed in text close to where they are mentioned and sometimes placed at the end of the paper.

Figures:

- ◆ A figure is any type of illustration other than a table (chart, graph, photograph, or drawing).
- ◆ Use figures to complement information in text or to simplify text.
- ◆ Number figures in the order they are first mentioned in text. Do not write “the figure above” or “the figure below.”
- ◆ Figures should be large enough to read easily (between 8 point and 14 point font with sans serif typeface) and convey only essential information. The preferred typeface in figures is 12-pt Courier.
- ◆ Ensure that figures are simple, clear and consistent in presentation and vocabulary.
- ◆ Ensure data are plotted accurately and the grid scale is proportioned.
- ◆ Place labels close to the identified item.
- ◆ Axis labels on graphs should be parallel to their axes.
- ◆ Captions include the figure title and a brief, but descriptive, explanation of the figure.
- ◆ Double-space the caption and place it below the figure.
- ◆ The figure legend should be positioned within the borders of the figure.

Example

The following figure and note are each adapted from the *Publication Manual of the American Psychological Association* (APA, 2001, pp. 182-183).

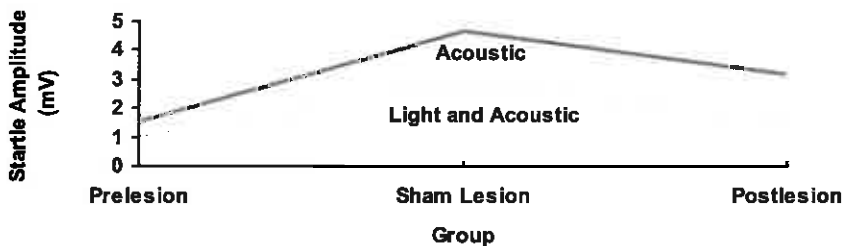


Figure 1. Mean amplitude startle response for prelesion, sham lesion, and postlesion groups in acoustic and light-and-acoustic test conditions.

References

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington: Author.

the learning commons

Peer Services Learning Skills Services Writing Service

This handout was developed by the Writing Service at Conestoga College (2007). Any reproduction should acknowledge the source.

REVIEWER'S REPORT

AUTHOR(S):

TITLE:

REVIEWER:

Please read the note on page 2 before beginning your report.

EVALUATION SHEET

(chose between yes / no, please, and delete what it is not the case)

1. Is the topic and its treatment consistent with the policy of the journal? YES / NO
2. Does the content of the paper contribute in an interesting way to the development of research in the domain treated? YES / NO
3. Is the nature of the problem clearly treated? YES / NO
4. Is the theoretical presentation relevant to the problem treated? YES / NO
5. Are the method and statistical analysis appropriate? YES / NO
6. Are the results described in a appropriate way? YES / NO
7. Is the interpretation and discussion of results well founded? YES / NO
8. Did you experience any difficulties in comprehension because of:
 - insufficient information YES / NO
 - superfluous information YES / NO
 - poor organization of the text YES / NO
 - a lack of clarity in the tables and/or figures YES / NO
 - the author's style YES / NO
9. Are the following acceptable?
 - the length of the paper YES / NO
 - the references YES / NO
 - the quality of the abstract YES / NO
 - the title of the paper YES / NO
10. This paper is:
 - acceptable YES / NO
 - acceptable with minor modifications YES / NO
 - acceptable with major modifications YES / NO
 - not acceptable YES / NO