



# Monograph

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**Nashley Fuentes Sanabria**

# Objectives



- Identify the characteristics of the parts of a monograph
- Recognize the stages of writing a monographic work
- Properly write a monograph

# What is a Monograph?



- According to WordReference, it is “a highly detailed and thoroughly documented study or paper written about a limited area of a subject or field of inquiry.”
- It can also be defined as a formal research work in which you must develop a theme, sustain a point of view and come to a conclusion

# Characteristics of a monograph



A monograph:

- Is done with clarity and mastery of the subject
- Is based on research and relevant literature review
- Has an academic style (APA, MLA, etc.)
- Provides original knowledge
- Contains from 8 to 40 pages

# Parts of a monograph



- Front page
- Table of contents (optional)
- Introduction
- Body/Development
- Conclusion
- Bibliography
- Appendix (optional)

# Writing stages in a monograph



- Prewriting
- Writing
- Content editing
- Editing the document format

During the process of writing a monograph, it is common to revisit one of the four stages previously mentioned. Each stage also consists of several sub-stages. Later, we will explore each step (and substep) of the process of writing a monograph.

# Prewriting

- Select a topic
- Expose or argue
- Research
- Create an outline



# Prewriting: Select a topic



- To write a monograph, you must:
  - Select a general topic
    - A professor may assign a compulsory topic for the monograph.
    - In the event that the professor does not assign a topic, it is up to the writer to choose a research topic of interest and provide valid findings within the academic discipline.
  - Expose or argue
    - Once you have an initial topic, you should research the academic literature on that topic.
  - Narrow the general topic to a specific topic
    - After reading enough literature, if the initially chosen topic is too general, narrow the topic down to a more specific one.



# Prewriting: Expository or Argumentative

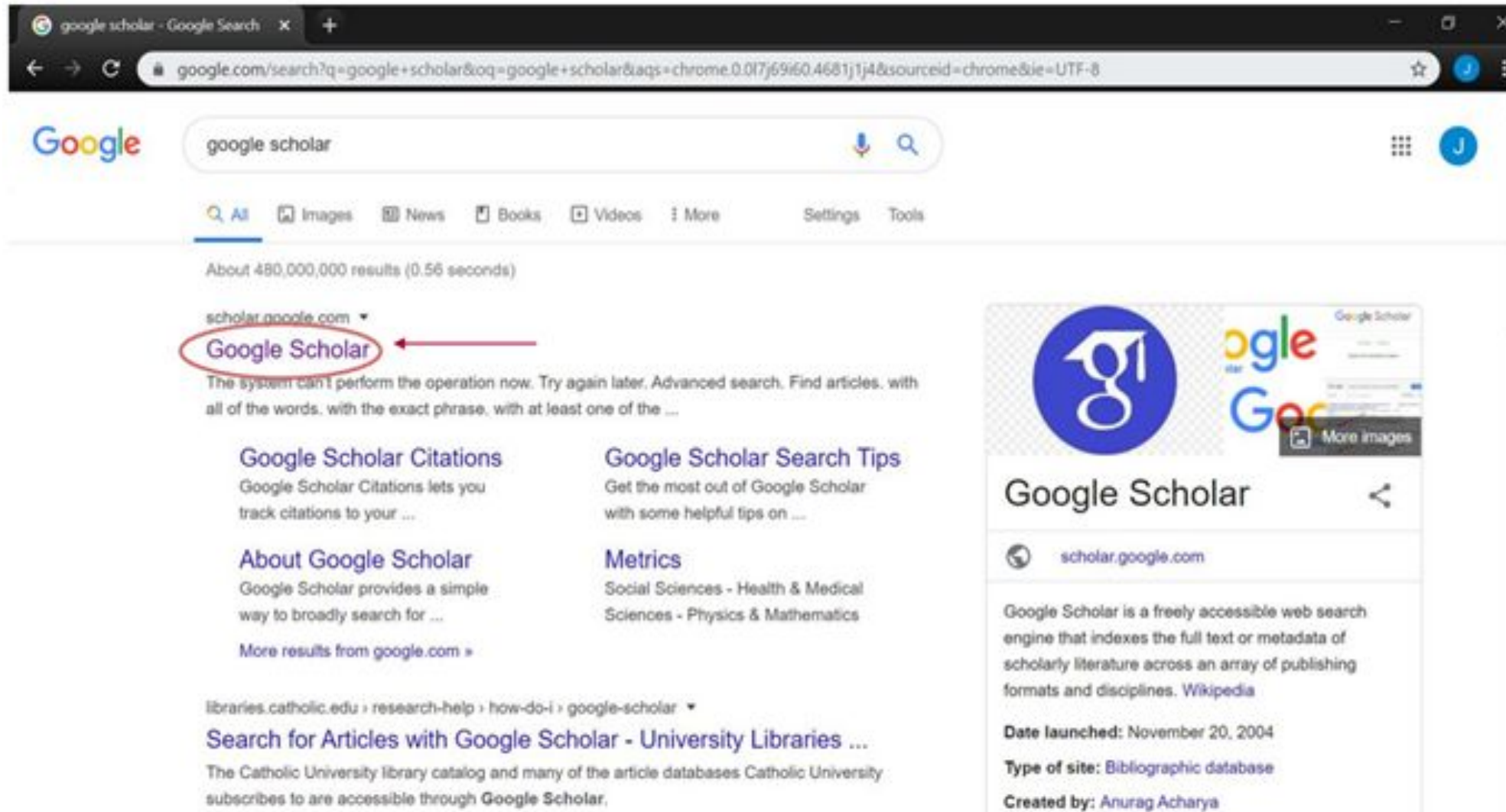


- The topic of a monograph can be written in an expository or argumentative way. The writer has the freedom to choose how to present the topic and depending on the content collected in the literature review, certain topics may lend themselves to being written in an expository or argumentative way.
  - **Expository**
    - Present information clearly and accurately on a particular topic
    - Example: The history of teaching English in Puerto Rico
  - **Argumentative**
    - Support or criticize a position within a particular topic
    - Example: English as a foreign language: the ideal method for Puerto Rico

# Prewriting: Research



- Research is the basis of monographic work. Reading and critically analyzing the sources of information is important.
- You can find academic readings at:
  - UPR Library
    - Biblioteca Lázaro, Escuela de Derecho, Facultad de Educación, etc.
  - UPR database
    - <https://www.upr.edu/biblioteca-rrp/>
  - Academic or scientific journals
  - Assigned readings
  - Google Scholar



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Social Sciences - Health & Medical Sciences - Physics & Mathematics

**Google Scholar**

scholar.google.com

Google Scholar is a freely accessible web search engine that indexes the full text or metadata of scholarly literature across an array of publishing formats and disciplines. Wikipedia

**Date launched:** November 20, 2004

**Type of site:** Bibliographic database

**Created by:** Anurag Acharya

libraries.catholic.edu › research-help › how-do-i › google-scholar

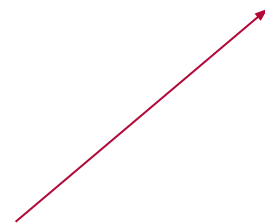
**Search for Articles with Google Scholar - University Libraries ...**

The Catholic University library catalog and many of the article databases Catholic University subscribes to are accessible through **Google Scholar**.

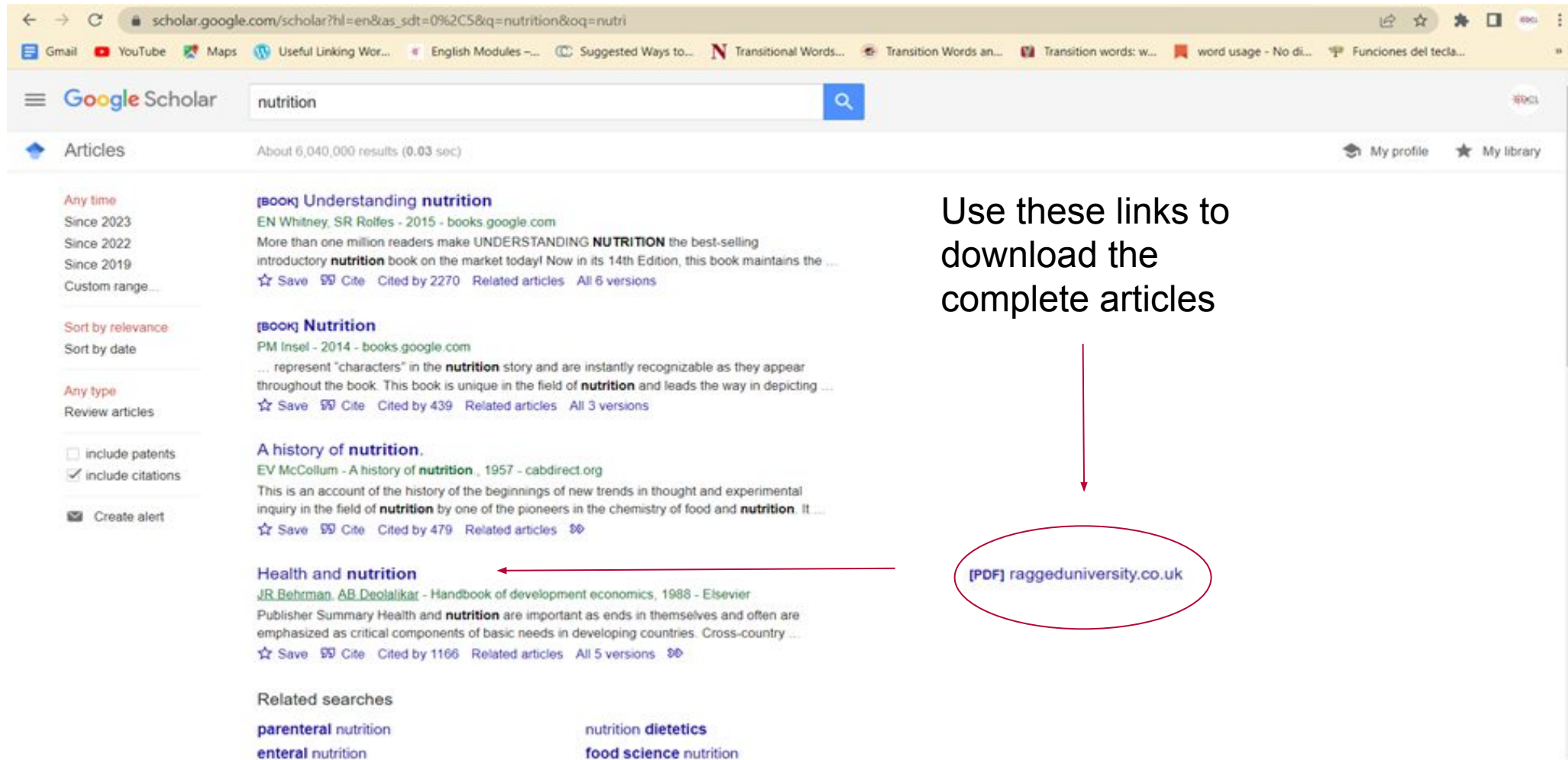


Google Scholar

Articles  Case law



**Important:** Try to do your search using keywords instead of writing too many words in the 'search bar'



The image shows a Google Scholar search for "nutrition" with several annotations. A red arrow points from the text "Use these links to download the complete articles" to a red oval containing the text "[PDF] raggeduniversity.co.uk". Another red arrow points from this oval to the "Health and nutrition" search result. A third red arrow points from the "Health and nutrition" result to the "parenteral nutrition" link in the "Related searches" section.

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Google Scholar nutrition

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This is an account of the history of the beginnings of new trends in thought and experimental inquiry in the field of nutrition by one of the pioneers in the chemistry of food and nutrition. It ...  
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# Prewriting: Outline



- An outline is a guide that helps the writer determine what are the essential points that should be discussed in an essay and where they must be placed. Therefore, a good outline should guide the writer in all parts of the introduction, paragraphs of development and conclusion. On the next slide, you will find an example of an outline. Later you will find a slide dedicated to the parts of the introduction, the paragraphs of development and conclusion.

# Prewriting: Outline



- **Introduction**
  - Hook sentence
  - Necessary information for the reader
  - Thesis statement
- **Body**
  - Each paragraph must have:
    - 1 Topic sentence/Argument
    - Information that supports the topic sentence
- **Conclusion:**
  - Summary of important information
  - Reiteration of the thesis
  - Closing sentence



# Writing: Introduction

- **Hook sentence**
  - Encourages the reader to read the monograph
  - Provides necessary information for the reader
  - Presents a striking fact about the topic to be discussed
- **Thesis statement**
  - Presents the main idea/motivation of the monograph
- **Necessary information for the reader:**
  - Relevant authors
  - Title of discussed work(s)
  - Academic perspectives
  - Definitions of necessary vocabulary

# Writing: Body Paragraphs

- Paragraph(s)
  - Topic sentence/Argument
    - Supports the main idea presented in the introduction
    - It is the only topic that will be developed in the paragraph where it is found. (Each topic that helps you demonstrate your main idea should be developed in its own paragraph. This is done to maintain organization and clarity.)
- Thesis statement
  - Quotes
    - Quotes can be direct or paraphrased. The difference between the two citing styles will be explained later.
    - Each quote must be followed by an interpretation. You should not quote without purpose. It is cited to demonstrate and support the point presented in the topic sentence.

# Writing: Conclusion



A conclusion must have the following elements:

- Summary of important information
  - Essential information that the reader should preserve from the monograph. Be careful, you should not repeat all the points discussed in the paragraphs of development.
- Reiteration of the thesis
  - We reiterate the thesis in order to demonstrate that the main reason for the monograph was fulfilled. Establishing a relationship between the thesis and the summary is important when reiterating the thesis. The purpose of the monograph is demonstrated through the points you developed in the writing.
- Closing sentence
  - Depending on the topic you are discussing in the monograph, you can:
    - Discuss what others could do in future investigations
    - Provide constructive criticism of the analysis
    - Offer a personal opinion

# Content edition



Once you have finished writing your first draft, you should:

- Check the good use of grammar
  - Find and correct typos, change casual registers for their formal equivalents and ensure the correct use of punctuation.
- Rearrange content if necessary
  - Check if the content of the draft matches the outline previously prepared.
- Avoid committing plagiarism
  - If an idea is not yours, you must indicate whose it is.
- Use the dictionary
  - This allows you to search for clear and precise vocabulary.
  - Helps avoid the overuse of words.

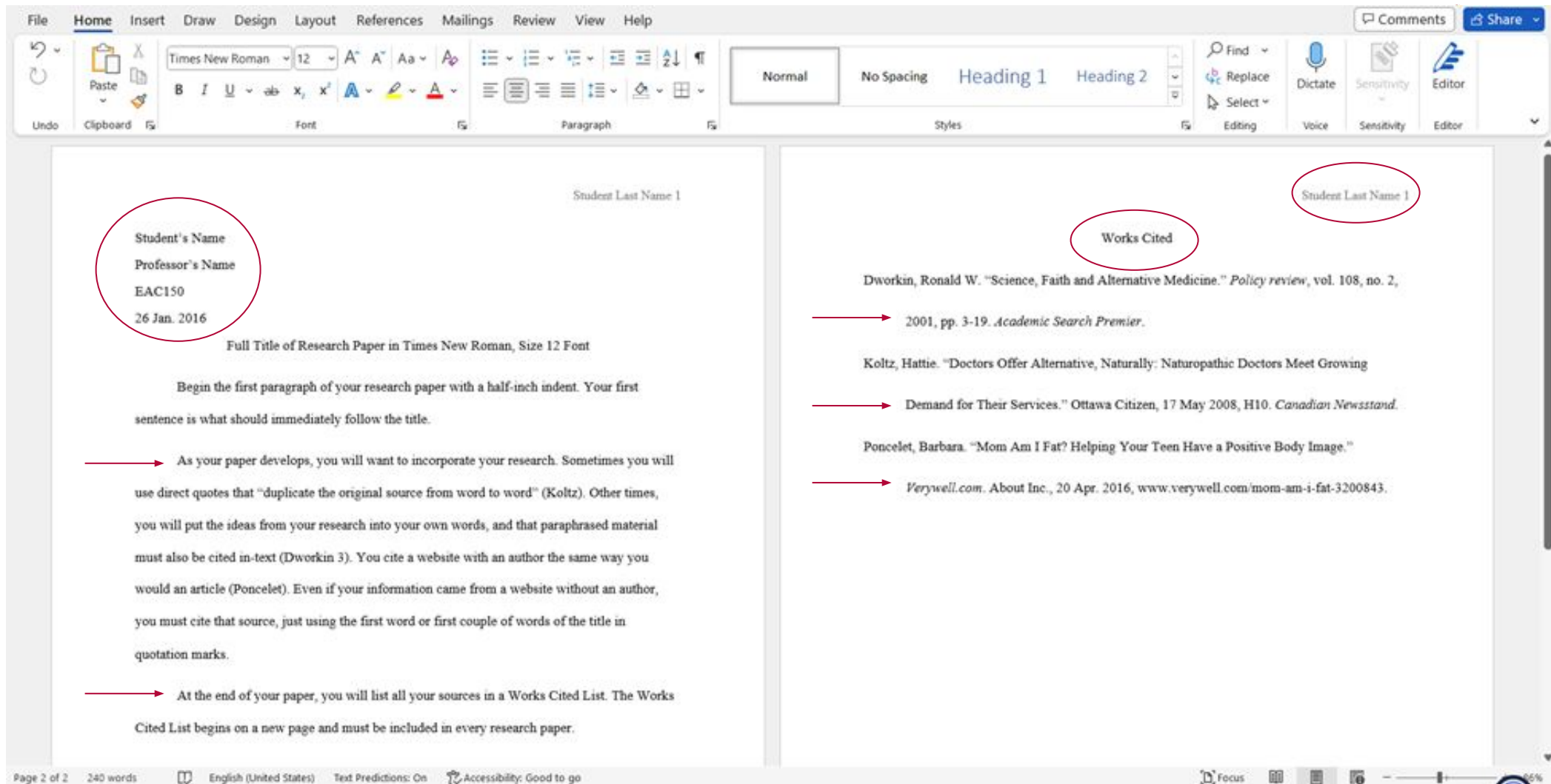
# Format editing: quote format

- Example of a direct quote:
  - Alvarez indicated, “When one incorporates a serving of vegetables, in any given dish, we indirectly reduce the size of the other portions that could contain cholesterol, sugars, among other harmful components to cardiovascular health” (15).
- Example of a paraphrased quote:
  - In addition, eating vegetables that contain potassium also promotes a healthy cardiovascular system, since potassium regulates blood pressure (Rossini 28).

## Format editing:

- On the next slides, you will find an example of a written work that follows the MLA format. Some key components of that format will be illustrated. Nevertheless, if you wish to access a more comprehensive presentation on how to write in MLA format, we recommend you to access the presentation of the eighth edition of MLA available on the [webpage of the Biblioteca Ángel Quintero Alfaro](#).

# Format editing: MLA



The screenshot shows a Microsoft Word document with the following content:

Student Last Name 1

Student's Name  
Professor's Name  
EAC150  
26 Jan. 2016

Full Title of Research Paper in Times New Roman, Size 12 Font

Begin the first paragraph of your research paper with a half-inch indent. Your first sentence is what should immediately follow the title.

As your paper develops, you will want to incorporate your research. Sometimes you will use direct quotes that "duplicate the original source from word to word" (Koltz). Other times, you will put the ideas from your research into your own words, and that paraphrased material must also be cited in-text (Dworkin 3). You cite a website with an author the same way you would an article (Poncelet). Even if your information came from a website without an author, you must cite that source, just using the first word or first couple of words of the title in quotation marks.

At the end of your paper, you will list all your sources in a Works Cited List. The Works Cited List begins on a new page and must be included in every research paper.

Works Cited

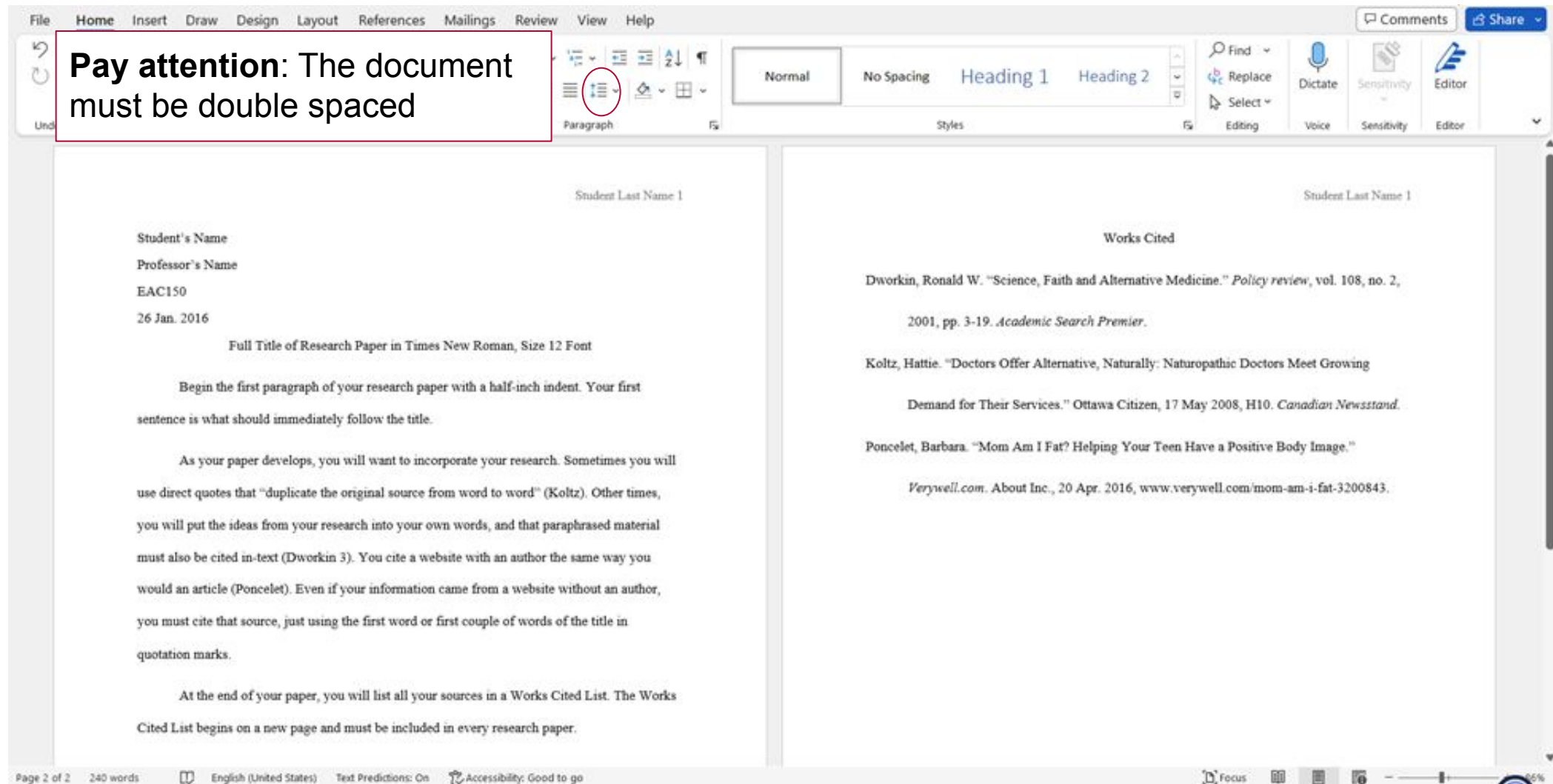
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# Format editing: MLA

**Pay attention:** The document must be double spaced



The screenshot shows the Microsoft Word interface with the following content:

**Paragraph** (circled in red)

**Normal** | **No Spacing** | **Heading 1** | **Heading 2**

**File** | **Home** | **Insert** | **Draw** | **Design** | **Layout** | **References** | **Mailings** | **Review** | **View** | **Help**

**Comments** | **Share**

**Find** | **Replace** | **Select** | **Dictate** | **Sensitivity** | **Editor**

**Student Last Name 1**

**Student's Name**  
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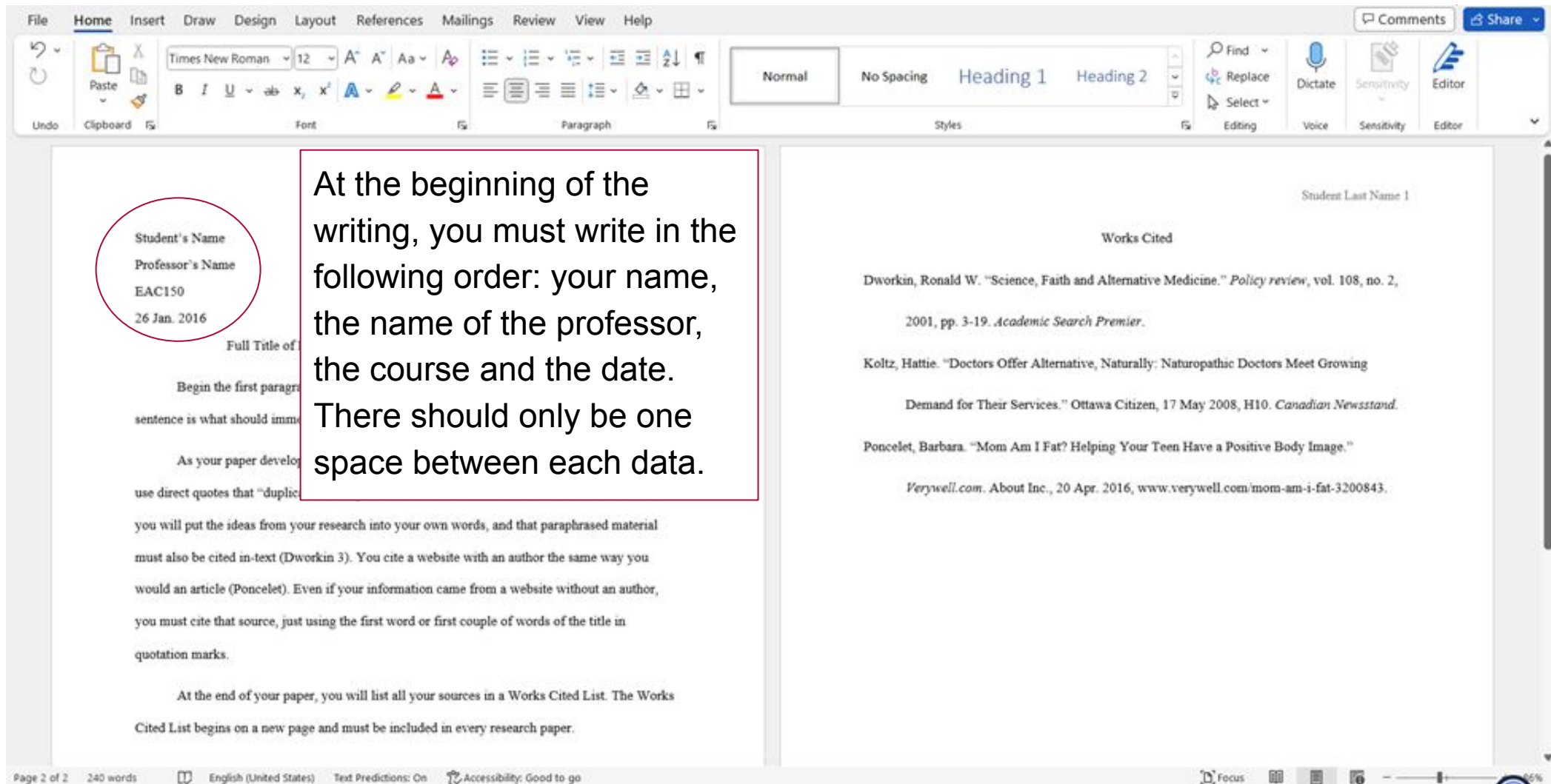
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Page 2 of 2 | 240 words | English (United States) | Text Predictions: On | Accessibility: Good to go | Focus | 66%



# Format editing: MLA



The screenshot shows the Microsoft Word interface with the Home tab selected. The ribbon includes sections for Font, Paragraph, Styles, Editing, Voice, Sensitivity, and Editor. The main document area is split into two panes. The left pane contains instructions for MLA format, and the right pane shows a sample Works Cited list.

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Professor's Name  
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would an article (Poncelet). Even if your information came from a website without an author,  
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quotation marks.

At the end of your paper, you will list all your sources in a Works Cited List. The Works  
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Page 2 of 2 240 words English (United States) Text Predictions: On Accessibility: Good to go

At the beginning of the writing, you must write in the following order: your name, the name of the professor, the course and the date. There should only be one space between each data.

# Format editing: MLA



The screenshot displays the Microsoft Word interface with the following content:

**Home** | Insert | Draw | Design | Layout | References | Mailings | Review | View | Help

Comments | Share

Undo | Clipboard | Font | Paragraph | Styles | Editing | Voice | Sensitivity | Editor

Student Last Name 1

Student's Name

**The title of the monograph is centralized**

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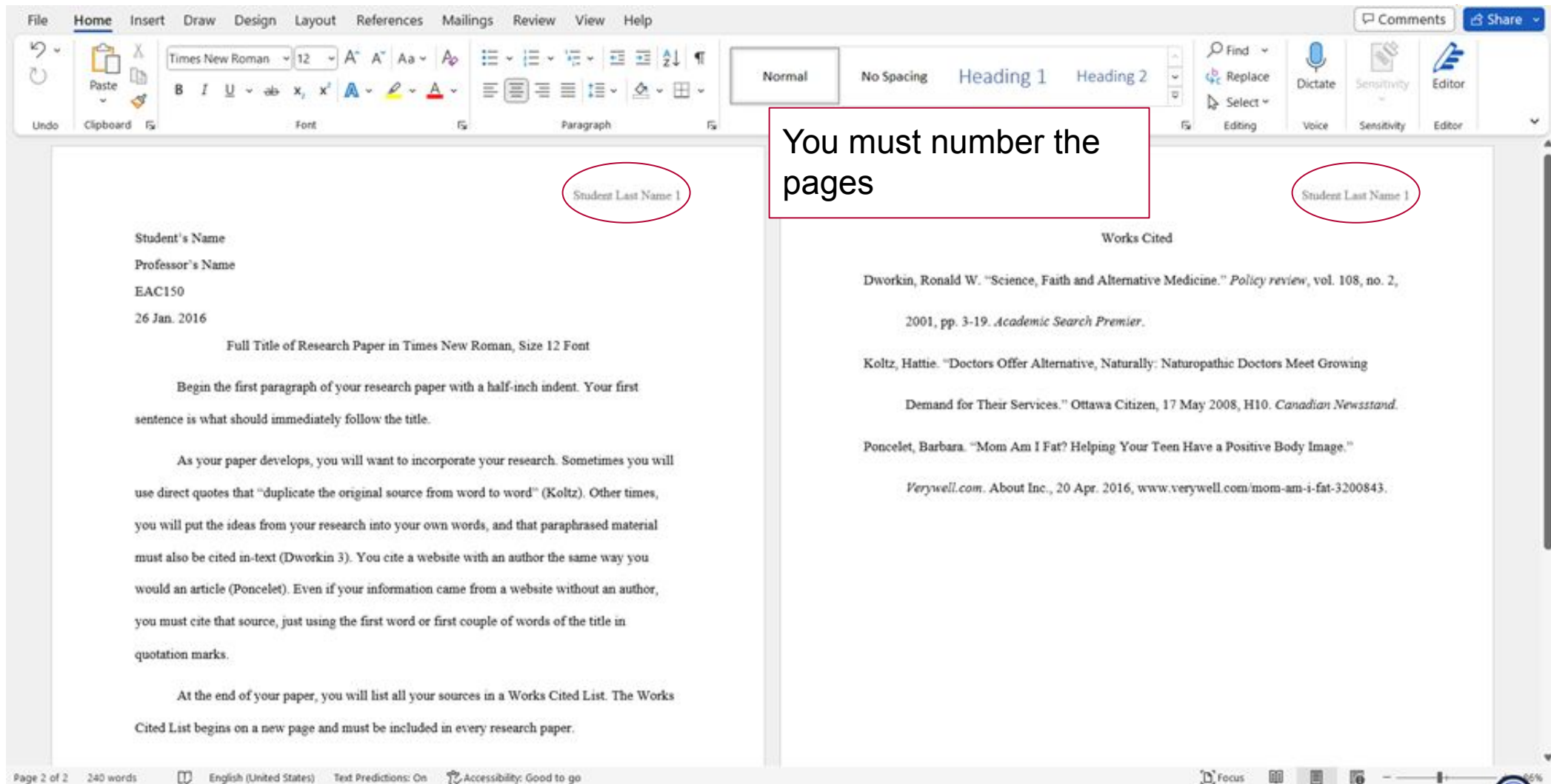
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Page 2 of 2 | 240 words | English (United States) | Text Predictions: On | Accessibility: Good to go | Focus | 66%

# Format editing: MLA



The screenshot displays the Microsoft Word interface with the Home tab selected. The ribbon shows font settings (Times New Roman, size 12) and paragraph settings. A red box highlights the text "You must number the pages" in the center of the document. Two red circles highlight the text "Student Last Name 1" in the top right corner of the page. The document content includes instructions for MLA formatting and a Works Cited list.

Student's Name  
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# Format editing: MLA



The screenshot displays the Microsoft Word interface with the following content:

**Left Page (Page 2 of 2):**

- Student Last Name 1
- Student's Name
- Each paragraph must include indentation** (highlighted in a red box)
- Full Title of Research Paper in Times New Roman, Size 12 Font
- Begin the first paragraph of your research paper with a half-inch indent. Your first sentence is what should immediately follow the title.
- As your paper develops, you will want to incorporate your research. Sometimes you will use direct quotes that "duplicate the original source from word to word" (Koltz). Other times, you will put the ideas from your research into your own words, and that paraphrased material must also be cited in-text (Dworkin 3). You cite a website with an author the same way you would an article (Poncelet). Even if your information came from a website without an author, you must cite that source, just using the first word or first couple of words of the title in quotation marks.
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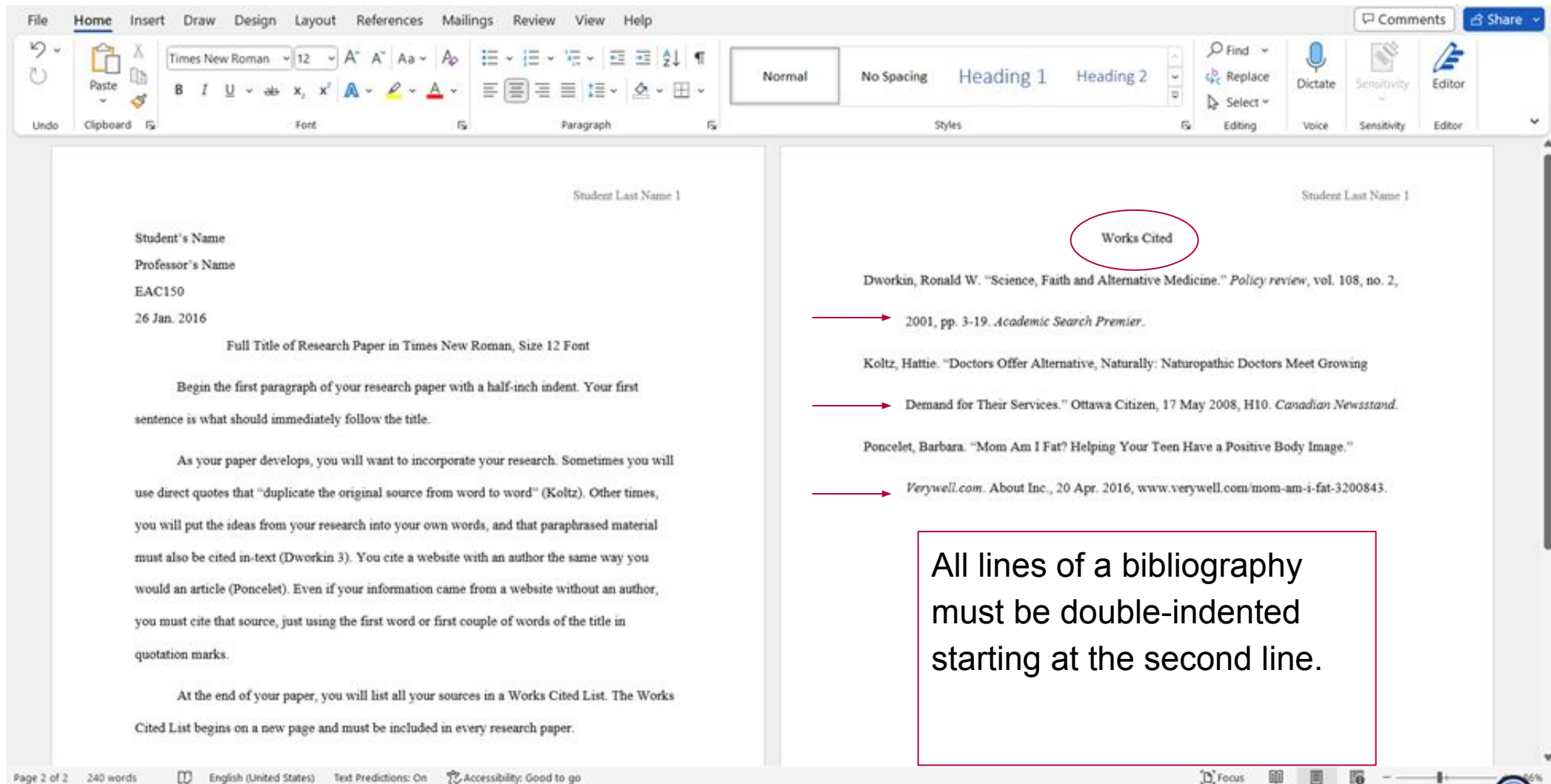
**Right Page (Page 1 of 2):**

- Student Last Name 1
- Works Cited**
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**Word Ribbon (Home tab):** Font (Times New Roman, 12), Paragraph (Normal), Styles (Normal, No Spacing, Heading 1, Heading 2), Editing (Find, Replace, Select), Voice (Dictate), Sensitivity (Sensitivity), Editor (Editor).

**Status Bar:** Page 2 of 2, 240 words, English (United States), Text Predictions: On, Accessibility: Good to go, 66% zoom.

# Format editing: MLA



The screenshot shows the Microsoft Word interface with the Home tab selected. The ribbon includes options for Font, Paragraph, Styles, Editing, Voice, Sensitivity, and Editor. The document content is split into two columns. The left column contains instructions for MLA formatting, including the title page layout (Student's Name, Professor's Name, EAC150, 26 Jan. 2016) and the Works Cited List. The right column shows a sample Works Cited list with three entries, each double-indented. A red circle highlights the 'Works Cited' heading, and a red box highlights the instruction: 'All lines of a bibliography must be double-indented starting at the second line.'

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Page 2 of 2 240 words English (United States) Text Predictions: On Accessibility: Good to go



# ¿Dudas o preguntas?

¡Gracias por utilizar los recursos del



Conozca más sobre nuestros servicios virtuales:

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