Typically, the running head is required only for publication. Check with your instructor regarding the preference for using a running head. **Doctoral students must include the running head.** The words *Running head* only appear on the title page. Use no more than the first 50 characters of the title.

faculty generally like the running header - I would learn how to include it

Pagination and Page Header: Use the header feature in Microsoft® Word to set the page number and to add the running head if one is included. See Appendix A for directions.

The title is in upper and lower case letters, centered between the left and right margins, and positioned on the upper half of the page. Use black, 12-point Times New Roman font throughout. Arial and Courier font types are acceptable. **Doctoral students: See the note below about formatting the title page for your program requirements.**

Writing Style and Mechanics

Student Name

Course/Number

Date

Instructor Name*

This is all you need on your title page, keep it simple folks!

REQUIRED TITLE PAGE INFORMATION

As shown above, center the following elements on the page in this order:

- Title of Paper (mixed upper and lower case letters)
- Your Name (first and last name without including academic or license information such as BSN or RN)
- Course Abbreviation and Number
- Due Date (month, day, and year)
- Instructor's Name

if the instructor has a terminal degree, to your benefit to include it - e.g. Dr. or Ph.D. JD. etc

***Doctoral students must format the title page according to APA guidelines as follows: title, author's name, and institution name.**

All lines are double-spaced throughout the entire document. Use black, 12-point Times New Roman font throughout the document. Arial and Courier font types are acceptable.

The Writing Style and Mechanics paper provided by the Center for Writing Excellence represents the consensus of several deans and other key academic officials within Apollo Group. The sample paper corresponds to APA style, which is the University's preferred style. This document may contain more than 20% of its information from a single source. The sample paper is written to help you format your paper. Typically, an academic paper will include information from a variety of sources and should not contain more than 20% of its information from a single source.

Although this sample paper is offered as a tool to help students with style, it is not a definitive or binding representation of format accepted by individual instructors. As a result, for all unresolved style and format issues, it is essential that you consult with your instructor before submitting your paper for a grade. Your instructor is the final authority regarding acceptable format and style for papers associated with a course, and the instructor's recommendations will prevail over this sample paper in the event that differences occur between the two.

Revised: *December 2009*

Center for Writing Excellence

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Right after your title page information, put a page break so that any comments an instructor makes on your title page do not move the introduction down on the next page - simply go to "insert" on the main tool bar and choose "page break"

Abstract

bottom line - your paper does not, and should not, have an abstract

According to the *Publication Manual of the American Psychological Association* (APA), An abstract is “a brief, comprehensive summary of the contents of the article; it allows readers to survey the contents of an article quickly and, like a title, it enables persons interested in the document to retrieve it from abstracting and indexing databases” (2010, p. 25). The first line of the abstract is not indented. An abstract may range from 150 to 250 words (APA, 2010). Because an abstract is not always required for student papers, adhere to your instructor’s requirements.

many people miss this, please follow

Do not include *Introduction* as a level heading. Instead, begin the text of the paper by repeating the title from your title page. The title of the paper is centered but not bolded.

Writing Style and Mechanics

Indent the first line of each paragraph using the tab key. The tab key is usually set at five to seven spaces or one-half inch.

The *Publication Manual of the American Psychological Association* (APA) began as a journal article in 1929. That article reported results from a meeting of scholars "to establish a simple set of procedures, or *style rules*, that would codify the many components of scientific writing to increase the ease of reading comprehension" (APA, 2010, p. xiii). Today the *Publication Manual* is in its sixth edition, and the APA style described in it is a widely recognized standard for scholarly or professional writing in the social sciences. Although the style guide is designed to prepare manuscripts for publication, many universities and health care journals have adopted its use as a guide to achieve uniformity and consistency (Cuddy, 2002). Writing in the style prescribed by the *Publication Manual* can be a daunting experience for students. As with any new skill, "practice makes perfect" (S. Proofreader, personal communication, June 28, 2004). Points of APA style most often used by undergraduate and graduate students are listed below. However, keep in mind that this sample paper is a guide and should not be considered as a replacement for the *Publication Manual*.

Quotations: All quotations require a page number or paragraph number.

Personal communication: A personal communication is not included on the reference page.

Use one space or two spaces after a period at the end of a sentence. Be consistent with usage throughout the document. Doctoral students should use two spaces after sentence-ending punctuation in the body of the paper.

please follow!

Level One Heading: Level one headings are centered and bolded in upper and lower case letters.

Format Considerations

Some commonly used rules and formats from the sixth edition of the *Publication Manual* are listed below. Please note, however, that some assignments may require unique formatting, and you should consult with your instructor for clarification.

use headings to organize your paper so it aligns with the required areas of the grading rubric

Level Two Heading: Level two headings are placed at the left margin and bolded in upper and lower case letters.

Correct Margins

Margins: Use one-inch margins on all sides of the document.

Margins are one inch on all sides. This rule is broken only to avoid placing a lone heading on the last line of the page or a single line of text on the top of the next page.

Page Header

The page header contains the running head and the page number. Check with your instructor to see if a running head is required. The header is set using the header feature in Microsoft® Word. Consult Appendix A for format directions for the header feature. The words *Running head* only appear on the title page. Use no more than the first 50 characters of the title in running head. The page number is set at the right margin, and the running head is set at the left margin. The automatic header function of a word-processing program should be used to place the page numbers consecutively in the paper. Arabic numerals (1, 2, 3, and so on) are used to number each page, beginning with 1 on the title page.

you so want to do this, you really do!

Reference Page

Hanging indentation is used for the reference page. (See Appendix B for format directions to create hanging indents). In a hanging indent, the first line of the reference rests against the left margin, and the lines that follow are indented five to seven spaces or one-half inch to the first tab stop. The reference page is alphabetized by author or by title of the work when no author is listed, and each entry contains the date of publication in parentheses directly after the author's name. The title, the place of publication, and the name of the publisher follow the date of publication for a book entry. The proliferation of electronic materials has prompted APA to create formats designed specifically for Internet and web-based written material. Visit the APA website at www.apastyle.org for additional information about formatting electronic references. You will also find frequently asked questions and helpful free tutorials about using APA style.

Only references that have been cited in the paper are listed on the reference page. Personal communications are cited in the text but do not appear on the reference page

because the reader cannot retrieve them. Additional reference examples are available in the Reference and Citation Examples tutorial in the Center for Writing Excellence at Tutorials & Guides.

paraphrasing is much more desirable than direct quotes - which tend to be overused and make writing choppy

In-Text Citations

Level Three Heading: Level three headings are indented and bolded. Capitalize only the first word, include a period at the end, and continue the text without using a hard return.

Direct quotations. Direct quotations must mirror the original source word for word, even if errors are contained in the original text. To alert the reader that errors are part of the original material, the word [*sic*], enclosed in brackets and italicized, must follow the erroneous material. The source of the quotation must be cited. The format of direct quotations may vary with the placement of the quoted material in the sentence. The following is an example of how you may use a direct quotation from a website with an author: "Diversity is emerging as one of the most serious issues in the workplace today, yet most employers are not prepared to deal with it" (Copeland, 2003, Erroneous Assumptions, para. 1). The author's last name, the year of publication, the website title or section title, and the paragraph number, when no page number is available, are included in the citation.

"Erroneous Assumptions" is the heading of a section within the web-based article, "Managing a Multicultural Workforce." Using the heading of a section for an online article will help your reader quickly locate the content in the original source.

The following is an example of how one may use a direct quotation from a book with one author: Venes (2001) stated, "The types of influenza doctors must prepare for fall into three categories" (p. 106). If the author's name is stated prior to the quotation, include the date of publication (in parentheses) after the author's name, and follow the quotation with the page or paragraph number. For a work with two authors, use both authors' last names for every citation. If the source has three or more authors but fewer than six authors, list all authors in the first citation, and use the first author's last name and the words *et al.* (without italics) for the rest of the citations. If the source has more than six authors, you may use the first author's last name and the words *et al.* (without italics) for every citation (APA, 2010,

p. 175). Refer to the Reference and Citation Examples tutorial in the Center for Writing Excellence at Tutorials & Guides for examples of in-text citations.

avoid use - paraphrase instead

Quotations that contain fewer than 40 words are enclosed in double quotation marks within the text. Use single quotation marks for quotations contained within a direct quotation. Quotations of 40 words or more are indented in a block format without quotation marks. Use double quotation marks to indicate a quotation within the block quotation. The block quotation is started on a new line, and it is indented five to seven spaces or one-half inch. A sample block quotation appears on page 8 of this document.

most desirable

Paraphrased material. Paraphrasing allows the writer to present someone else's ideas or intellectual property and to supply proper credit to the original author or authors (Lawton, Cousineau, & Hillard, 2001). When an author is paraphrased, the source must be cited in the text. If a source is mentioned more than once in a paragraph, a citation must be included each time. Page or paragraph numbers are not required for paraphrased material, but the *Publication Manual* recommends that writers include a page or paragraph number to help the reader easily locate the information (APA, 2010, p. 171). If a writer were to paraphrase information from an article located in an online database, the writer would format the citation as follows: Daniels (2004) included Darden Restaurants on her list of the 50 best companies for minorities. Here is an example where the author is not mentioned within the text: A list of companies has been singled out as best for minority employees (Daniels, 2004). Both examples include the author's last name and the date of publication. If the author's name is not provided with the paraphrased text, it must be included in the citation. Refer to the Reference and Citation Examples tutorial in the Center for Writing Excellence at Tutorials & Guides for examples of paraphrasing.

Write out *and* with authors' names mentioned within the text. Use an *ampersand* (&) when they are written within a citation.

you so want to do this - go forth, and paraphrase

Plagiarism. Plagiarism constitutes a serious academic concern. According to Lawton, Cousineau, and Hillard (2001), "Academic communities demand that writers credit others for their work and that the source of their material clearly be acknowledged" (para. 6). Internet access has resulted in an increase in plagiarism. McCabe noted (as cited in Sterngold, 2004), 41% of students said they engaged in *cut-and-paste* plagiarism from online sources. The sentences and phrases used in one's paper must be original or cited and referenced accordingly. Although it may be easier for a writer to use someone else's words, doing so discredits the writer. When in doubt, cite. See the Plagiarism Guide in the Center for Writing Excellence at Tutorials & Guides for more information about avoiding plagiarism and about properly citing intellectual property.

Electronic source and quotation: If the electronic source does not have page numbers, use the abbreviation *para.* for the paragraph number.

Secondary Sources: A secondary source is also called an indirect source. List only the primary source in the reference list, and cite the author of the secondary source only within the text. Secondary sources are not ideal in academic writing and should be avoided.

good, good point!

Important!

Other Format Issues

The preferred typeface for APA style is black, 12-point Times New Roman (APA, 2010). However, Arial and Courier font types are acceptable. Avoid using any software settings that reduce spacing between words or letters or that add spacing between paragraphs. Use double-spacing throughout the document. You may use *one space* or *two spaces* after sentence-ending punctuation in the body of your essay, but use consistent spacing at the end of a sentence throughout your essay. For consistency with APA style, Doctoral students must space twice after sentence-ending punctuation in the body of an essay and space once after a period separating each main element in the reference list.

Although the *Publication Manual* (2010) requires an abstract to precede the text, an abstract is not used in most student papers. Instructors may require an abstract if students are submitting lengthy papers or project proposals. In those cases, the direction to submit an abstract will be in the assignment guidelines.

reiteration of the "don't use an abstract" comment

Writing Mechanics

Correct grammar, punctuation, spelling, and sentence structure—in addition to formatting—are essential components of scholarly writing. Strunk (1918/1999) emphasized the importance of being succinct:

Block quotation: Block quotations are indented to the tab margin and do not contain quotation marks. The in-text citation occurs outside of the punctuation that ends the sentence.

> Vigorous writing is concise. A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines and a machine no unnecessary parts. This requires not that the writer make all his sentences short, or that he avoid all detail and treat his subjects only in outline, but that every word tell. (para. 1)

Grammar

In addition to the provision of a standardized format for scientific writing, the *Publication Manual* (2010) emphasizes the importance of proper grammar. For a thorough grammar review, refer to the Grammar and Writing Guides in Tutorials & Guides from the Center for Writing Excellence homepage. The Grammar and Writing Guides are resources that review grammar, mechanics, and style, and each section contains practice quizzes. Important basic grammar principles are listed below.

Subject and verb agreement. A singular noun requires a singular verb, and a plural noun requires a plural verb (APA, 2010). Words that intervene between the noun and the verb do not change this basic rule.

Noun and pronoun agreement. When writers use a singular noun, they must also use a singular pronoun. To avoid using he/she (he or she) or him/her (him or her), writers may reword the sentence and use a plural noun and a plural pronoun to eliminate the problem of nouns and pronouns that do not agree. For example, the sentence “A *student*

applying for a job must carefully proofread *his or her* application" may be reworded to read, "*Students* applying for jobs must carefully proofread *their* applications." Use of plural forms also helps writers reduce bias, avoid stereotypes, and refrain from using both singular and plural in the same sentence or paragraph.

Passive voice. Passive voice obscures the actor in this sentence: "The house was painted," because it omits who applied the paint. In contrast, the same sentence written in active voice would be something such as this: "Our company painted the house." The passive voice, which is a form of "be" (is, was, were, will be, have been, etc.) and a participle (painted, etc.), is useful when the actor's identity is not important to the sentence or context. Overuse of the passive voice causes the document to read similarly to an instructional manual, dry and monotonous. According to Sigel (2009), it weakens the essay's argument and prevents clear and concise writing. Occasional use of the passive voice is acceptable, but documents written primarily in the active voice are more enjoyable and more persuasive to read (Sigel, 2009).

Punctuation. Correct punctuation establishes the rhythm and readability of sentences. Use only one space after commas, colons, and semicolons. Use one or two spaces after a period at the end of a sentence (be consistent with use). When a hyphen or a dash is used, no space appears before or after the hyphen or dash (APA, 2010). Correct use of commas and semicolons can be challenging for students. Writers are encouraged to proofread their papers to ensure proper use of commas (Purdue OWL, 2009).

Capitalization. Capitalization is used to designate a proper noun or trade name as well as major words in titles and in headings. Instances where capitalization is not used include laws, theories, models, or hypotheses, such as ethical decision-making models and

names of conditions or groups in an experiment, such as experimental or control groups (APA, 2010). A common error in capitalization is its use with the name of a job title or department. An example is human resources, which is not capitalized, versus the specific title of ACME Human Resources Department, which is capitalized.

Seriation (elements written in a series). Items contained in a list help to clarify the point being made or help to clarify components of a subject. Bullets may be used for a list in academic writing according to APA standards (2010). To show seriation of separate paragraphs, however, number each paragraph with an Arabic numeral followed by a period that is not enclosed in or followed by parentheses. To show seriation within a paragraph or a sentence, use lowercase letters in parentheses. An example of seriation is shown in Appendix C.

Numbers. Spell out numbers one through nine that appear in the body text. Use Arabic numerals to express numbers 10 and above. Exceptions to this rule are discussed in the Grammar and Writing Guides in the Center for Writing at Tutorials & Guides. Once in the Grammar and Writing Guides, go to Grammar Mechanics and select Number Usage for a list of the exceptions. If you have the *Publication Manual*, sixth edition (2010), refer to pages 111-114 for detailed information about number usage.

Third person versus first person. *Person* refers to the point of view or the source of the writer's opinions. Use third person (he, she, they) in academic writing. When referring to yourself, however, stating "The writer instructed the patients" is ambiguous and may give the impression that you did not participate. Instead, use a first person personal pronoun: "I instructed the patients." For the most part, reference to self in first person should be limited to personal reflection or opinion papers.

explains only time you generally want to use "I" in a paper

TIP: Always include a conclusion that summarizes the main points of the paper. Check with your instructor regarding the preference for the inclusion of a *Conclusion* heading.

conclusion should always have a header, always

Conclusion

By understanding mechanics and usage requirements and by referencing materials appropriately with in-text citations and reference entries, you will clearly communicate the content of your work. Use the information included in this paper to develop effective academic papers. You are also encouraged to refer to the resources in the Center for Writing Excellence and the style information from www.apastyle.org for additional information about academic writing.

Right after your conclusion, and before your reference page, put a page break - when an instructor makes comments it will alter the format of your reference page if you don't put the page break. - Go to "insert" on the main tool bar and choose page break - it is that simple

Reference Page: Use a separate page to list the references and double-space the entire page. Note that throughout the paper and the reference list, titles of non-periodicals and the names of journals, book titles, and volume numbers are set in italics rather than being underlined.

good point to remember

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Venes, D. (2001). *Taber's cyclopedic medical dictionary* (19th ed.). Philadelphia, PA: F.A. Davis.

Appendix A: Header Feature in Microsoft® Word

Page Headers

Identify each page with the running head at the left margin and the page number placed at the right margin. (Use a running head only if your instructor requires it or if you are a doctoral student.) Do not use your name to identify each page. Be sure the font type and size are the same in the header as that used throughout the document.

Word 2003

To create a correct header with an automatic page number in Word 2003, use the following guidelines:

1. Select the *View* menu on the toolbar.
2. Select *Header and Footer*. (If you are not creating a running head, skip to number 8 below.)
3. Place the cursor in the *Header* box and select the *left* justification button on the toolbar so that the cursor in the *Header* box moves to the left.
4. Type the running head, if required. Otherwise, continue with number 8 below.
5. Select the *Page Setup* icon (the sixth icon in the Header and Footer toolbar).
6. Select the *different first page* option in the *Layout* tab to make the first page header different from the rest of the document.
7. Adjust the first page header to include the words *Running head* (without italics) with the first 50 characters of the title, and adjust the header on the second page to include the first 50 characters of the title.
8. Tab to the *right* so that the cursor in the *Header* box moves to the right margin.
9. Use the automatic function for inserting the page number as illustrated in this picture by selecting the first button with the # symbol.

10. Select *Close*. Your header is complete.

Word 2007

To create a correct header with an automatic page number feature in Word 2007, use the following guidelines:

1. Click on the *Insert* tab.
2. Select the *Header* icon.

3. Place the cursor over *Top of Page.* A drop-down menu should appear.
4. Select the *Plain Number 3* option. A number 1 will appear at the right margin of your document.
5. From the *Design* menu from *Header & Footer*, select the option labeled *Different first page.*
6. Click the *Page Number* icon once more from the left of the *Design* menu.
7. Place the cursor over *Top of Page.* A drop-down menu should appear.
8. Select the *Plain Number 3* option. A number 1 will appear at the right margin of your document. Your cursor now should be just to the left of the number 1.
9. Click the *Home* tab and select the left justification option. This moves the cursor to the left of the page.
10. Start typing your page header to include the words *Running head* (without italics) with the first 50 characters of the title. The first 50 characters of the title must be in all caps.
11. Press the Tab key twice to align the page number at the right margin.
12. Move to the page header on your second page and click the cursor just to the left of the second page number.
13. Repeat steps 9-11 for this second page, but only include the first 50 characters of the title on the second page (not the words *Running head*).
14. Choose *Close Header and Footer* (the red *X* at the far right on the menu).
15. Click on the *Page Layout* tab.
16. Click the *Margin* icon. A drop-down menu should appear.
17. Select the *Normal* option that adjusts the margins to 1-inch all the way around the essay.
18. Verify that the page numbers at the right of the header for page 1 and for page 2 are at the same location for the right margin. (If not, use the ruler bar to make adjustments.)

Appendix B: Directions for a Hanging Indent

Microsoft® Word 2003

Select the text that requires a hanging indent or create a hanging indent at the top of the references page before typing the text. From the *Format* menu, select the *Paragraph* command (as shown in Picture One). In the *Special* list under *Indentation*, select *Hanging* (Picture Two).

Picture One	
Picture Two	

Microsoft® Word 2007

Select the text that requires a hanging indent or create a hanging indent at the top of the references page before typing the text. From the *Home* menu, click on the *Paragraph* command (see Picture One). This will bring up the *Indents and Spacing* tab (see Picture Two). Under *Indentation* in the *Special* box, click on *Hanging* and choose *OK*.

Picture One

Picture Two

Appendix C: Seriation

Seriation

To show seriation (lists) within a paragraph or sentence, use lowercase letters, not italicized, in parentheses:

Job satisfaction is increased when nurses are provided with (a) therapeutic massage, (b) relaxation therapy, and (c) music therapy.

To show seriation of separate paragraphs, number each paragraph with an Arabic numeral, followed by a period but not enclosed in or followed by parentheses. A numbered list signifies that element 1 is more important than element 2 and so on. See the following examples to create a numbered or bulleted list.

Berk (2001) suggests that parents determine suitability of books for children by using the following criteria:

1. Books are made from durable material . . . [paragraph continues]
2. Books are action-oriented . . . [paragraph continues]

If all elements in the list are of equal importance, use bullets instead of numbers as shown below.

Berk (2001) suggests that parents determine suitability of books for children by using the following criteria:

- Books are made from durable material . . . [paragraph continues]
- Books are action-oriented . . . [paragraph continues]