Paper Format: APA Style

The following guidelines are adopted from APA style writing, which is the designated guide for the social sciences in academia. I have made a few adjustments that are relevant for shorter papers like you’ll be writing in this class.

All paper’s turned in should be double-spaced on standard-sized paper (8.5”x11”) with 1” margins on all sides. You should use a clear font that is highly readable like Calibri, Cambria, or Times New Roman.

Include a page header (also known as the “running head” at the top of each page). Please use your last name and page number for formatting. Include a title at the top of the page before the text of your paper. Please either Bold the title, Underline it, or write it in all caps to distinguish it.

In the body of your text the writing should be flushed left and you should indent at the beginning of paragraphs. If you are citing a source by paraphrasing or summarizing please include the last name of the author, a comma, and the date of publication. If there is no author you can use the name of the organization that is the source. If there is no date, you write n.d. – for “no date”. The in-text citation should look like this. (Bucciarelli, 2013). If you are directly quoting the source you should recognize this by placing the quote in quotation marks if it is less than 40 words it should go in quotations marks and include the page number after the quotations like this. Bucciarelli (2013) stated “it is important to give credit to authors where credit is due” (p. 1). You
can also cite it like this if you don’t mention the authors name in your sentence: “It is important to give credit to authors where credit is due” (Bucciarelli, 2013, p.1). If the quote is more than 40 words you would off set it as follows:

Plagiarism has always concerned teachers and administrators, who want students’ work to represent their own efforts and to reflect the outcomes of their learning. However, with the advent of the Internet and easy access to almost limitless written material on every conceivable topic, suspicion of student plagiarism has begun to affect teachers at all levels, at times diverting them from the work of developing students’ writing, reading, and critical thinking abilities (Council of Writing Program Administrators, 2003, para. 1).

You’ll note that at the end of that citation I listed “para. 1” instead of page. This is because it came from a webpage and was the first paragraph.

Finally, don’t forget to spell-check and use proper grammar. My other “pet peeve” is trite colloquialisms or informal speech/slang writing. By using the phrase *pet peeve* I was in fact doing what drives me nuts (there was another one!). These types of phrases weaken your academic paper and distract the reader, so be sure your not talking in text lingo or using phrases you’d talk casually to your friends about. At the same time, good writing is clear writing – so keep sentence structure simple. If you need help with your writing skills there are many campus resources, or, when in doubt ask a friend who’s not taking this class to review your paper. Never turn in your first draft. For further formatting guidance go to this resource it is a reputable one:

http://owl.english.purdue.edu/owl/resource/560/01/
If you follow these format guidelines your paper will shine! You have a much better chance of obtaining a good grade because I can focus on the content of the paper instead of trying to sift through the formatting and organization. Thank you for your help!
References


(See [https://owl.english.purdue.edu/owl/resource/560/05/](https://owl.english.purdue.edu/owl/resource/560/05/) for proper Reference formatting of all reference material types. *Be careful* if you type your references into a “formatting program” they don’t always format it appropriately)