1) **Font:** (p. 228) Times New Roman, 12-point font size.

2) **Margins:** (p. 229) 1” on left, right, top, and bottom.

3) **Line alignment:** (p. 229) Flush-left (jagged right margin). Paragraph indent: 1/2". Do not divide words at the end of the line.

4) **Spacing:** (p. 229) Double-space everything.

5) **Citations:** (p. 174) “Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. . . . Citation of an article implies that you have personally read the cited work. . . . The number of sources you cite in your work will vary by the intent of the [paper]” (APA, 2010, p. 169). Cite anything that would not be considered “common knowledge.” “Each reference cited in text must appear in the reference list” (APA, 2010, p. 174).

- After a paraphrase: include authors’ last names, year of publication (no page number).
  - Example: (Sanchez & Black, 2010). OR...
  - Sanchez and Black (2010) stated that the social work perspective was very helpful.

- After a quotation: put in parentheses after last quotation mark; include page number.
  - Example: “The social worker played a significant role in the positive outcome” (Sanchez & Black, 2010, p. 230). OR...
  - Sanchez and Black (2010) stated, “The social worker played a significant role in the positive outcome” (p. 230).

- Two to five authors: If more than two authors, list all of them the first time, then for subsequent citations, list the first author followed by “et al.” (p. 208).
  - First time example: (Anderson, Ling, Jones, Himalaya, Anderson, & Ford, 2009).
  - Second time example: (Anderson et al., 2009).
• **Six or more authors**: Use the first listed author’s name followed by et al. and the year.

• **For an interview or E-mail**: (Do not include on the reference page.)
  ○ Example: (K. Bell, personal communication, September 23, 2013).

6) **References**: (pp. 180-224)
  • “Each entry in the reference list must be cited in text” (APA, 2010, p. 174).
  • Alphabetize by the first author’s last name.
  • First line is flush-left, subsequent lines are indented 1/2".
  • Double-spaced.
  • If more than 7 authors, list the first 6, put three dots (elipses), then list the last author.
  • Note the use of capitalization, italics, and punctuation in the examples below.

Examples:


7) **Quotations**: (p. 170)
  • Avoid using long quotes or too many quotes.
  • Use quotation marks. (Do not plagiarize!)
  • For long quotations (more than 40 words): 1/2” block indent, double space, no quotation marks, followed by a citation.
  • First letter of a quotation may be changed to uppercase. Punctuation at the end of the quote may be changed to fit the sentence. Any other changes must be explicitly indicated.

8) **Page numbers and headings**: (p. 230)
  • Page numbers and headings are placed within the top margin.
  • Number pages consecutively, beginning with the title page through the reference page(s).
  • Use the automatic function of your word processor (do not type in headings manually).
  • (See example at top of this page.)

9) **Section Headings**: (p. 62)
  • Main section headings receive Level 1 format. Subsections receive Level 2 format.
    Subsections of subsections receive Level 3 format.
  • Center the title of the paper on the first line of the first page; do not bold. This does not count as a Level 1 heading.
• Capitalize: (p. 101).
  o All words of four letters or more.
  o All verbs (including linking verbs), nouns, adjectives, adverbs, and pronouns.
  o Both parts of a hyphenated word.
  o The first word after a colon or dash.
  Do not capitalize conjunctions, articles, and short prepositions.

<table>
<thead>
<tr>
<th>Centered, Boldface, Standard Capitalization</th>
<th>Level 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flush Left, Bold, Standard Capitalization</td>
<td>Level 2</td>
</tr>
<tr>
<td>Indented, bold, sentence caps, ends in a period. Text follows immediately.</td>
<td>Level 3</td>
</tr>
</tbody>
</table>

10) **Numbers**: (p. 111)
• Use words to express:
  o Numbers one through nine (i.e., one, two, three).
  o When the number begins the sentence (avoid this by rewording the sentence).
  o Common fractions (i.e., one fifth of the class, two-thirds majority).
• Use numerals to express:
  o Numbers 10 and above (Example: 10 books, 21 years old).
  o When grouping/comparing numbers under 10 with numbers above 10 (Example: 4 of 20 responses. Of the 15 persons responding, 3 said…).
  o When the number precedes a measurement (Example: 4-mg dose, 6 inches).
  o When writing time, date, ages, scores, points, and money sums.

**BONUS FEATURES:**

**Elements of a title page**: (pp. 23-24)
1. Title of paper – concisely stated, upper and lowercase letters, positioned in upper half of page, centered. Followed by…
2. Author’s name.
3. Institutional affiliation.
4. Suggested: course title, instructor’s name, and date.

**The running head** is different on the title page. On the first line at the left margin, type “Running head:” followed by the shortened paper title in all caps, and the page number at the right margin. Subsequent pages show the shortened title in all caps without “Running head:” and cannot exceed 50 characters including spaces and punctuation.

**Spacing after punctuation marks**: (pp. 87-88)
• Use one space after commas, colons, semicolons, periods of the initials in personal names (Example: J. G. Carter), and periods that separate parts of a reference citation.
• Use two spaces after punctuation marks at the end of a sentence.

1-14-2014