

Replace text in gray for your own information or text

Title: **Writing assignments format for Dr. Cuellar's classes & APA Style Guidelines**

Authors(s) name: **Sonia Cuellar-Ortiz**

Class and assignment: **Bio10, Writing Assignment**

Institution: **College of Science San Jose State University**

Word count: 1004

Not considering figures, tables or references list

This is a First Heading write here the Title of your paper

### **Writing format for Dr. Cuellar's class assignments**

Unless something different is requested use the following format modified from APA-Style.

Include a title page. In addition to title, author(s) name include the assignment and class name. Do not forget the institution (see example).

In the header (top of every page) APA-style request to include the "running head" (a short version of the title). In this class' assignments the running head will be replaced for the assignment name and a short version of the student name.

Include page number in the footer (printed in every page at the bottom of the page). Do not write "page number" just the number.

Double space between lines is preferred but 1.5 space is accepted. DO NOT use single space.

Use 12-point Times New Roman or similar size and shape font

All margins should be 1". Indentations if used must be 0.5"

Align all paragraphs to the left. First headings (for major sections) are centered (like the title in this page). Second headings if they exist are aligned to the left.

**Citations and sources** (this is a Second Heading in your assignment use this to differentiate major sections)

One of the most important features of scientific writing is the need for providing the sources of ideas and that is done by the use in text citations. In science ideas and findings are developed always based on previous work and the steps in the process must be acknowledged when writing. The correct use of in text citations shows respect for the scientific process but is not

only an indication of academic etiquette, the lack of proper citation of ideas is considered plagiarism. See [University Academic Integrity Policy F15-7](#) for plagiarism policies at SJSU

Is important to remember that adapting someone else's sentence by changing or adding a few words is not acceptable, even if you cite the source. Paraphrasing is the most common practice in scientific writing. It means to use your own words and sentence structure to summarize the author's idea or results. Paraphrasing avoids plagiarism and helps to develop your understanding of the ideas presented.

The use of quotations in this class assignments is NOT ACCEPTABLE.

Use first author last name and year of publication in parenthesis to cite the source of ideas presented in your text, for example (Marek, 2013). Each citation in the text must correspond to a reference in the References section.

Different kind of sources are accepted in this class and each one of them has a particular way of be referenced. Is very important that you clearly identify the kind or source you are using. The fact that you read it on line does not mean is a 'on line resource'. You can read books, journals, encyclopedias and more on line, each one of them must be referenced accordingly.

**Journal article:** Include the following components in the following order: author(s) name(s), year, article title, journal name, volume number, page numbers, and doi (digital object identifier). If a doi is not available, include the words "Retrieved from" and the URL (web site address) of the journal.

Luttrell, V. R., Bufkin, J. L., Eastman, V. J., & Miller, R. (2010). Teaching scientific writing: Measuring student learning in an intensive APA skills course. *Teaching of Psychology*, Vol 37: 193–195. doi:10.1080/00986283.2010.488531

**DO NOT cite a research journal paper if you read just the abstract.**

For other kind of periodical publications like newspapers replace journal name for publication name and volume number for publication date.

Krieger, L. (2018). Simple blood test can predict baby's due date. In the future, it may be able to identify women at risk of preterm birth. *The Mercury News*, June 7, 2018. Retrieved from [https://www.mercurynews.com/2018/06/07/...](https://www.mercurynews.com/2018/06/07/)

**Book:** Include the following components in the following order: author(s) name(s), (year), book title, publisher's location: publisher's name.

Graham, S., MacArthur, C. A., & Fitzgerald, J. (2007). *Best practices in writing instruction: Solving problems in the teaching of literacy*. New York, NY: Guilford Press.

**If you didn't use the fool book cite the chapter or chapters you used.**

**Chapter in a Book:** Include the following components in the following order: author(s) name(s), year, chapter title, editors' names (if different than the author of the chapter), book title, publisher's location, and publisher's name.

Schmidt, M. E., & Dunn, D. S. (2007). Teaching writing in statistics and research methods: Addressing objectives, intensive issues, and style. In D. S. Dunn, R. A. Smith, & B. Beins (Eds.), *Best practices for teaching statistics and research methods in the behavioral sciences*. Mahwah, NJ: Erlbaum.

**Online Resource:** To cite a web page or non-periodical web document, include the following components in the following order: author(s) name(s), year of last update, title of resource, and URL (website address).

Seas, K., & Brizee, A. (2010). *APA style workshop*. Retrieved from <http://owl.english.purdue.edu/owl/resource/664/01/>

When citing an article in an institutional page, if the author is no identified use the institution name or acronym as author

FDA. (2010). Overview of Food Ingredients, Additives & Colors. Retrieved from <https://www.fda.gov/food/ingredientpackaginglabeling/foodadditivesingredients/ucm094211.htm>

Web pages that do not clearly present the date of publication or date of last update are not serious and should NOT be used as references in this class.

Encyclopedia articles (like Wikipedia articles) ARE accepted in this class. If you used them they should be referenced as on-line resources.

### References list

Every reference cited in the manuscript is included in the References section. Follow the format and examples presented above for each kind of source. Use indentation of the paragraph to make easy the location of the references using the author name. **Present the references in alphabetical order by the last name of the first author.**

If the authors are more than four list the first author followed by the words *et al* in italic font. If there are four or less authors list all the names. Always list author's last name first followed by a coma and the first name or the initial of the first name and a dot. Cuellar-Ortiz, Sonia or Cuellar-Ortiz, S. chose one option and use it in all the references.

### References

Barrass, R. (2010). Scientific writing for publication: a guide for beginners. *Journal of Biological Education*, Vol 24: 177-181. doi.org/10.1080/00219266.1990.9655137

Marek, P. (2013). The Basics of Scientific Writing in APA Style Retrieved from [https://www.macmillanlearning.com/Catalog/uploadedFiles/Content/Worth/Custom\\_Solutions/Psychology\\_ForeWords/Marek\\_Ch04\\_APASTyle\\_Color.pdf](https://www.macmillanlearning.com/Catalog/uploadedFiles/Content/Worth/Custom_Solutions/Psychology_ForeWords/Marek_Ch04_APASTyle_Color.pdf)

Sagan, C. (1980). *Cosmos*. New York, NY: Random House