

## **PAPER GUIDELINES**

### **CONTENT:**

#### **1. Introduction:**

- a. Purpose: The purpose, problem, or question to be considered is stated clearly.
- b. Interest: The author convinces the reader that the paper is worth reading in an interesting fashion.
- c. Preview: The author presents a preview of how the problem will be handled.

#### **2. Body:**

- a. Analysis: It is clear that an analysis of the literature has been used to support the statements made, and that the assumptions are logical.
- b. Presentation of evidence  
Integration: If sources contradict one another they are dealt with adequately. Multiple sources are compared if available. A simple listing of information is avoided.  
The points are internally consistent, (i.e. one point follows from another), plausible and well supported.  
References are recent, high quality, and appropriate to the paper topic (research articles and edited books).
- c. Suitability of focus: The problem chosen is focused enough to be adequately covered in the space of the paper, but not too narrow.
- d. Organization: Presentation is easy to follow and well organized.

#### **3. Conclusion:**

- a. The author summarizes the findings adequately, and draws appropriate conclusions.
- b. Applications of the findings are discussed.

### **FORM:**

- a. Correct spelling.
- b. Grammar and use of words correct (not awkward or inappropriate)
- c. Paragraph form: Topic sentences are used to introduce transitions, and the order of transitions is appropriate.
- d. Borrowed ideas and statements are given credit (citations used frequently and listed in reference section).
- e. The paper is in APA or MLA format.

## **APA FORMAT EXAMPLES**

One possible format for your paper is the American Psychological Association (APA) format. There are specific formats for citing references in the text of your paper, and for listing your references in the reference section. Follow the examples exactly as shown. For further details, please consult the APA manual or the library website.

### **GENERAL**

- 1 inch margins all around
- Double space entire document
- Use 12 point font and left justify all text. Use a professional font (Arial, Times New Roman, Courier).
- Be sure to transition between paragraphs

### **TITLE PAGE**

- Header is on all pages starting with title page
- Header is the first 2-3 words of title, five blank spaces and then the page number.
- Title is centered on the page (in both dimensions).
- Capitalize important words of title only.
- Name and affiliation go under title, centered.
- Double space the title page. Do not put extra spaces between the title, name, and affiliation.

### **BODY OF PAPER**

- Start on page 3
- Title of paper goes at the top of the page, centered
- Start broad - general statement of the problem, then "build your case" (using references not intuitions). Discuss relevant theories
- At the end it is helpful to offer suggestions for future research.
- Close with a general statement of what this all means - what is the take home message you want to leave readers with?
- The format of the end of the paper is the opposite of the intro - you want to start specific and end general.

### **GENERAL INFO ON IN-TEXT CITATIONS:**

- You must give credit to the people who have written the articles you use in the body of the paper. To do so, use reference citations in the text of the paper.
- When you refer to someone else's work, don't simply quote them. For example, under most circumstances the following sentence wouldn't be acceptable:

Retinitis pigmentosa "refers to a group of hereditary degenerative diseases of the retina" (Heckenlively, 1988).

In this case you would be better off paraphrasing Heckenlively (the author) and then citing him.

- When a work has one or two authors, cite their names and the date of publication whenever you refer to their work in the text. (Exception: Within a given paragraph, do not include the date after the initial citation unless you are citing other publications elsewhere in your paper by the same

author(s)). Join two co-authors in the text with the word "and", but within parentheses use an ampersand (&):

- According to Smith and Jones (1990), individuals prefer to affiliate with similar others.
  - Previous research has indicated that individuals prefer to affiliate with similar others (Smith & Jones, 1990).
- 
- If authors have the same surname, always include their initials in each citation.
  - When citing co-author groups of three to five authors, cite all names and the date in the initial citation, but only the first author followed by et al. and the date in subsequent citations.
  - For co-author groups of six or more authors, cite in the text only the surname of the first author followed by et al. and the date. If two or more six-author groups shorten to the same surname, cite the surnames of as many subsequent authors as needed to distinguish references.
  - If you cite a work in your text, you must have it listed in your references section.

Some citation examples are as follows:

*Citation appearing as part of a sentence:*

Jaeger, Anthony, and Rosnow (1980) planted a rumor among college students.

*Citation entirely in parentheses:*

Lithium carbonate increases the anorectic's intake of fatty foods and thus produces weight gain (Gross, Evert, Goldberg, Nee, & Kaye, 1980).

*Multiple citations in parentheses (names are in alphabetical order): Use multiple citations if several articles come to the same conclusions and/or have the same findings. They must be in alphabetical order, beginning with the first citation:*

Research has also indicated that a clinician's assessment of a particular person is generally not improved by the use of projective assessment techniques (Golden, 1964; Soskin & Anders, 1959).

## **REFERENCES**

- Start the reference section on a new page.
- Center the word References at the top of the page.
- List all references alphabetically by first author's last name. If there is more than one study by the same author, list them in date order (oldest to newest). Use hanging indent for each reference.
- Only cite materials that were discussed/referenced in your paper. All materials that were cited in your paper must appear in the reference section.