

Form and Style Guide

Prepared for

Teacher Education Department Undergraduate Students

Warner University

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## **Introduction**

College level writing is challenging for many students. The new requirements for content, clarity, formatting, and style often leave students confused as to what is expected in each class. The faculty at Warner University understands these concerns and has established a set of requirements for all written assignments.

Not all assignments require “formal” papers. You may create a “publication,” poster, or some other type of project that does not require you to write a paper. Your professor will provide you with specific guidelines for these projects in class and in the individual course syllabi. In addition, professors may choose to alter some of the format and style requirements as deemed appropriate for the content or purpose of specific assignments. Please pay careful attention to their instructions and assignment directions!

## **Formatting Requirements**

### **Formatted Templates**

Several professors have created formatted templates for specific assignments. Whenever these templates are provided, you are strongly encouraged to use them in their original format rather than trying to recreate the format on your own. An example of a formatted template will be provided in this style guide.

### **APA**

The use of APA Edition 6 is required for all references and citations. An APA Help Sheet is provided in this style guide for you to use as a quick reference guide and contains many of the most commonly used forms of citations and references. Please refer to the *APA Publications Manual, 6<sup>th</sup> Edition* for additional information. Please remember: MLA or other forms of citation and reference formatting are not permitted in the Teacher Education Department.

**Paraphrasing and quoting.** Whenever possible, you should paraphrase what you read

into your own words. This demonstrates your understanding of what you are reading as well as your ability to synthesize information. However, when it is necessary to use a direct quote, be sure to follow the guidelines above. If you find it necessary to use a lengthy direct quote, follow this rule:

A direct quote that exceeds 40 words is to be placed in a block format. This means the entire quote is indented ½ inch and no quotation marks are used. If the direct quote does not meet the 40 word limit, you should use quotation marks before and after the quote. You can determine the length of a direct quote by following these steps:

1. Highlight the quote with your cursor.
2. Click on the “Review” tab and the word count will appear.

**APA “Golden Rule”.** If a source is cited anywhere in the paper, it must be included in the references AND if a source is listed in the references, it must first be cited in the paper. There are no exceptions to this Golden Rule!

**APA “warning”.** It is tempting to use the citation generators found in Microsoft Word. While they do work sometimes for certain types of references and citations, there are nearly always errors in formatting. It takes you just as long to enter the information into the citation generator as it does to manually format the references. If you use this help sheet and the APA Manual, you will quickly learn how to format your references and citations correctly. Remember, if you have a question about a reference or citation, just ask your professor.

## **Font**

Use size 12 Times New Roman font for all papers. This includes the title page, headings, subheadings, references, and any other pages in the document. Use only black color unless specifically instructed to do otherwise.

## **Indenting**

All paragraphs are to be indented a full ½ inch. In order to make sure this requirement is met, follow these steps:

1. Right click on the first page of your paper.
2. Select “Paragraph”.
3. Find “Indentation” and select “First Line” from the drop down menu..
4. Enter 0.5 into the box.
5. Click OK.

In addition, numbered and bulleted lists should also align with the ½ inch indent requirement with the number or bullet being indented ½ inch following by the text of the information.

## **Text Alignment**

Use only left margin alignment for all writing.

## **Line Spacing**

Use only double line spacing throughout your paper. To be sure this is done correctly, follow these steps:

1. Right click on the first page of your paper.
2. Select “Paragraph”.
3. Locate the “Spacing” options and set both “Before” and “After” to “0”.
4. Select “Double” from the “Line spacing” option.
5. Click OK.

## **Page Numbering**

Page numbers should be placed in the upper right corner of the HEADER row. In order to insert page numbers, follow these steps:

1. Click on the “Insert” tab.

2. Select “Page Numbers”.
3. Select “Top of Page”.
4. Select “Plain Number 3”.

The page numbers must be the same font size and style as the paper so once you insert the page number, highlight it and reset the font to size 12 Times New Roman.

### **Margins**

Margins provide a frame for your paper. The margins for all papers should be 1 inch on the top, bottom, and both sides. In order to make sure the margins are correct, follow these steps:

1. Click on the “Page Layout” tab.
2. Select “Margins”.
3. Select “Custom Margins” and the “Page Layout” box will open.
4. Set the top, left, and right margins to 1” but set the bottom margin to 0.88”.
5. Click OK.
6. Next, right click and once again select “Paragraph”.
7. Click on the “Line and Page Breaks” tab.
8. UN-check all four boxes under “Pagination”.
9. Click OK.

### **Borders and Graphics**

The use of borders or graphics is generally not permitted. This does not apply to graphs, figures, or other appropriate data that provides supporting information and strengthens your paper. Your course instructor may recommend the use of borders and graphics for specific assignments such as parent information or newsletters or other “publications.” Be sure to request permission before inserting borders or graphics anywhere in your paper.

## **Paragraphs**

College writing is also different in the construction and length of paragraphs. Organizing your paper will require you to think carefully about the order of the topics and subtopics, the information you want to present, the appropriate use of citations, and the length of the paragraphs.

Generally speaking, paragraphs in professional writing are shorter than those in more narrative forms of writing. As you read through what you have written, look carefully for the subtle changes in the flow of your thoughts and break there for a new paragraph. Paragraphs can be as short as two to three sentences and are usually no longer than five to seven sentences. Of course there are exceptions to this but you should be very careful when your paragraphs begin to reach a half page. That is a clue that it may be time for a new paragraph.

**[Sample Title Page]**

**Title of the Assignment**

Submitted by

**Student's Name**

**Course Number and Name**

**Professor's name**

**Month, Day, Year of Submission**



## [Sample Reference Page]

### References

The references should be placed on a separate page. When you have finished writing the content of your paper, insert a page break by following these steps:

1. Place your cursor following the last sentence on your last page.
2. Click on the “Insert” tab at the top of the page.
3. Select “Page Break”.

Begin first reference at the top of the page immediately following the heading for References.

The heading title References is a Level 1 heading and is therefore **bolded** and centered.

The first line of a reference is placed at the left margin. Use ½ inch hanging indent for all other lines of reference text.

#### Example:

Smith, J., Brown, R., & Green, S. (2010). The importance of properly formatting a research paper at the college level. *Journal of College Essay Writing*, 22(4), 18-26.

## APA Reference and Citation Style Help

Reference Style – For your Reference/Bibliography or for an article review

### Periodical (Journal, Magazine)

#### One Author

Frair, K. K. (1999, November). Changing voices, changing times. *Music Educators*

*Journal*, 86(3), 26-27, 29.

Publication year followed by comma and one space and month or season if any. ( ) followed by period and 1 space.

Title of article followed by period and 1 space. Only first word, proper nouns, or words following punctuation are capitalized. ALL OTHERS are lower case.

Author's Last Name, First Initial, Second Initial. 1 space between comma and first initial

Double Spaced, 12 point font, one-half inch

Volume in italics followed by no space and (issue number – no italics) followed by comma and one space.

Page numbers notice that sequential numbers are separated by a hyphen and non-sequential numbers by a comma followed by a period.

Publication name in italics followed by comma and 1 space.

Colon followed by 1 space and capital first letter for next word.

Digital object identifier or doi is a set of number, letters, and/or symbols that provide a continuous link to the document on the internet. Use this format whenever the doi number is available.

Note: If the title of the article has a colon, follow this example.

Haroutounian, J. (1995).Talent identification and development in the arts: An artistic/educational dialogue. *Roeper Review*, 18(2), 112-117. doi. 345.97281.0125

#### Two or More Authors

LeBlanc, A., Jin, Y. C., Obert, M., & Siivola, C. (1997). Effect of audience on music performance anxiety. *Journal of Research in Music Education*, 45(3), 480-496.

Each author with last name first followed by first and middle initial with periods and one space between. Comma with one space

### Book or Other Non-Periodical

Saxe, G. B. (1991). *Cultural and cognitive development: Studies in mathematical understanding*. Hillsdale, NJ: Earlbaum.

Title of book  
in italics with  
only first  
letters  
capitalized.

Author and  
publication date  
same as above.

City and state/country of  
publisher. Separated by  
comma and one space and  
followed by a colon and one  
space. If it New York, City  
only put New York and not  
the state

Editor of book  
- first  
initial,  
period-space,  
second initial,  
period -space,  
last name (Ed.)

### Chapter in a Book

Baker, F. M., & Lightfoot, O. B. (1993). Psychiatric care of ethnic elders. In A. C. Gaw (Ed.), *Culture, ethnicity, and mental illness* (pp. 512-552). Washington, DC: American Psychiatric Press.

Title of book -  
italics

Pages of  
the chapter  
being  
referenced.

### Magazines

Henry, W. A., III. (1990, April 9). Beyond the melting pot. *Time*, 135, 28-31.

Year followed by comma and  
then actual date of  
publication.

### Newspapers

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4

Section and pages

### Electronic References

**On-line versions** - If you are referencing an on-line version of an actual article from a journal, magazine, or other publication that you found on the web, use this format:

Bridges, W., & Mitchell, S. (2000). Leading transition: A new model for change

*Leader to Leader*, 16(3), 17-44. Retrieved from <http://ebscohost.pdf.org/leaderbooks/121/spring2000/bridges.html>

### ERIC Document

Mead, J. V. (1992). *Looking at old photographs: Investigating the teacher tales that novice teachers bring with them* (Report No. NCRTL-RR-92-4). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED346082)

No period!!

Include retrieval path from electronic database or website

### Citations within a Document

If you are citing a reference in your paper, you would use one of the following formatting styles:

**One author.** Use this format for citing a single-author source throughout your paper:

Jones (1999) stated that music has a strong impact on student achievement. If citing at the end of the sentence, use this format: Music has a strong impact on student achievement (Jones, 1999).

**Two authors.** If a cited source has two authors, you cite them both each and every time you use the source in the paper. Example: According to Brown and Jones (1999), the general education classroom teacher is often the first person to realize that a student needs special education services. If citing at the end of a sentence, use this format: The general education classroom teacher is often the first person to realize that a student needs special education services (Brown & Jones, 1999)

**Three to five authors.** If a source has three, four, or five authors, you will cite ALL of them the first time in the paper. Example: Smith, Jones, White, Green, and Brown (2010) stated

..... or (Smith, Jones, White, Green, & Brown, 2010). Then, for each and every text citation after the first one, you will use the et al. format. Example: Smith et al., (2010) stated or (Smith et al., 2010)

**Direct quotes and paraphrasing.** You MUST ALWAYS put a page number if you use a direct quote. Paraphrasing is preferred because it helps the reader know you understand and have synthesized the information because you can put it into your own words. Paraphrased citations (not direct quotes) do not include page numbers. Examples: According to Smith (2008), “pre-service teachers benefit highly from the hands-on activities available through practicum experiences” (p. 45). “Pre-service teachers benefit highly from the hands-on activities available through the practicum experience” (Smith, 2008, p. 45). Please note the location of the end punctuation mark for each citation. Direct quotes that exceed 40 words must be placed in an indented block format. These block quotes do not include beginning or ending quotation marks.

**Multiplecitations of the same author within a paragraph.** When citing the same author multiple times within the same paragraph, use the full citation for the first instance (Brown, 2003) and then you may simply use (Brown). However, when you move to a new paragraph, you must then include the (Brown, 2003) citation again.

**These are the BASICS. You should all have a copy of the following publication:**

American Psychological Association. (2009). *Publications manual of the American Psychological Association*, (6<sup>th</sup> ed.) Washington, DC: American Psychological Association.

You can access information about APA style from [www.apa.org](http://www.apa.org) and then select APA Style from the Quick Links on the left side of the homepage. This link will provide you with many examples and answers to frequently asked questions about APA citation and reference formatting.

<http://blog.apastyle.org/files/doi-and-url-flowchart-8.pdf>