

## Standard Formatting of a College Paper

These pages provide standard formatting for most college papers. Even so, be sure to pay attention when this instructor provides alternative directions for a specific assignment. Not all assignments will require all the components outlined below. Be sure to ask your instructor for clarification and guidance as often as you wish.

### **Look of Paper (This is the default, but specific assignments may require different look).**

- Font (10-12 cpi)
- Margins (1") Measure for 1" margins; no, this is not always the computer default).
- Spacing (double)
- Color (black or blue). In an emergency, any dark, legible color will be acceptable.
- Do not place your work into a folder or paper protector.
- You are welcome to print either single-sided or double-sided.
  - If you print single-sided, please staple on the horizontal, in the upper left-hand corner.
  - If you print double-sided, please staple on the vertical, in the upper left-hand corner.
- Also, please put a small piece of tape on the back side of the staple to avoid you paper being hung up on that of your fellow student (common issue).
- The References page is a separate page from the remainder of the assignment and should be cited using APA formatting (see below for details).

### **Title Page (Do not use unless assignment specifies). For all other assignments, type a header in the upper left corner of the first page only.**

- Page number and running head: in the upper right-hand corner of each page, include a 1-2 word version of your title. Follow with five spaces and then the page number.
  - Example: The ESL Classroom 1
  - Example: Volunteer Organizations 1 (use *i*, not 1, if Table of Contents or other organizational pages are included).
- Title: Beginning at 8 lines below the running head, type the title, using capitalization rules.
  - Center the title.
  - Titles in a normal font size, not bolded
  - Use capitalization rules (Capitalization is not the same as ALL CAPS).
    - Example: The ESL Classroom at Everett Community College
    - Example: Volunteer Organizations in American Society
- Subtitle: The subtitle is not required, but if included follow the same formatting as the title, but remember, do NOT use a colon after the title to separate it from the subtitle. Instead, double space between the title and the subtitle.
  - Example: Struggles and Triumphs of a Multiethnic Immigrant Community.
  - Example: An Anthropological Analysis of Literacy Programs.
- **Header (required for all assignments)**
  - Your full name should appear next.
  - The name of your class and time should come next.

- The date of submission is last. Format is Month Day, Year and **not** Month/Day/Year. (Example; January 12, 2012 and NOT 1/12/2012).
- The name of your instructor after that.

**Abstract is not required for any class assignments in anthropology or global studies, but may be in other courses.**

### **Table of Contents (Do not use unless assignment specifies)**

- This is optional, unless you decide to use subheadings.
  - With subheadings, the Table of Contents is required.
  - Be sure to label the page and to include page numbers for each section.
- The numbering of the Table of Contents is with the use of Roman numerals (*i, ii, iii*, etc.)
- I urge you to use this organizational tool, more clearly you present your materials, the easier it is to grade.

### **List of Tables and/or List of Figures (Do not use unless assignment specifies)**

- If original work, list only in a List of Tables or a List of Figures, which page directly follows the Table of Contents.
  - If used with permission, indicate this in the caption and provide reference if applicable.
  - If the table or figure are original to author, no comment is needed in the in-text captions.
- The numbering of the Table of Contents is with the use of Roman numerals (i, etc.)

### **In-Text Formatting**

- Paraphrase in-text (one author):
  - Example for a signal phrase: Hapgood (1987) suggested that . . .
  - Example for a parenthetical phrase: . . . (Hapgood, 1987).
- Paraphrase in text (two authors):
  - Example for a signal phrase: Lewis and Clark (1987) stated that . . .
  - Example for a parenthetical phrase: . . . (Lewis & Clark, 1999, p. 118).

Note: While APA encourages (but does not require) page numbers with paraphrases, do not do so for anthropology/global studies.

Note: Starting with 6<sup>th</sup> APA edition, year is ALWAYS next to author(s).

- Quoting in-text:
  - Example for a signal phrase: Lewis and Clark (1987) stated that “. . .” (p. 118). OR
  - Example for a parenthetical phrase: “. . .” (Lewis & Clark, 1999, p. 118).

Note: There is a space between the page marker (p.) and the number (118).

Note: There is a comma after the last author’s name when enclosed in the parentheses.

Note: In APA the punctuation is after the citation, not before.

Note: Be aware of the difference between when 2+ authors are cited as shown in 2a and 2b.

- Number of authors:
  - When there are 1-2 authors, list them each time you cite.

- When there are 3-5 authors: List all the first time you cite in-text, but afterwards, list by first author's name et al.
- With 6 or more authors, always list the authors using first author's name et al.
  - Example for a signal phrase: Clarke et al. (2013) state ...
  - Example for a parenthetical phrase: .... (Clarke et al, 2013).
- Long quotes:
  - Long quotes are double-spaced and indented 5 spaces.
  - Do not use quote marks at start and end of the quote.
  - Include author's name, year of publication and page(s).
  - Unlike other APA in-text citations, the punctuation is before the citation and not after.
- Charts, graphs and photos (this applies to all types of visual representations)
  - Include the visual number and a caption underneath it (Figure 1: The entrance to Rainer Hall, Everett Community College).
  - Be sure to refer to the photo in the text of the paper, otherwise it is just window-dressing.
  - Not sure how to label the chart, graph or photo? There are tutorials available for those.

### **End-of-paper citations (References page)**

- If the original source has a format different from APA, change it to be consistent with the look of APA (that is the whole purpose of having a standard citation format).
- I encourage you to use the Citation Generator provided at < [www.cynthiaclarke.com/resources.html](http://www.cynthiaclarke.com/resources.html) >
- APA uses a References section at the end of the publication (not a Bibliography or Works Cited section).
- References are listed in alphabetical order, by the last name of the first author.
- If the author has more than one cited publication, list by earliest year first.
- If the author has more than one cited publication in the same year, add a, b, and so forth to the end of the year (Example, 2001a, 2001b).
- The References section should list only the sources cited in the text of the paper, not all sources reviewed.
- The References page should start on a new page.
- The second (and subsequent) line(s) is/are indented 5 spaces.
- Personal communications are never listed in the References page, only in-text.

### **No date, no page, or no author?**

- If there is no date noted for a source use (n.d.).
- If it is not possible to determine the page number, use the paragraph number (para. 1).
- Remember, not all authors are persons. Organizations and corporations can also author sources.
- Avoid anonymous works in academic papers.

### **City of publication**

- Use city of publication by itself in cases where the city is considered internationally recognized (such as Paris or New York); otherwise, also include the state (within the United States) or country (outside the United States).

- If there are many cities listed where the publisher does printing, always use the first one listed.
- Notice that the state is abbreviated using postal codes.
- Journals do not include the city of publication (even though it is often provided).

### **Appendices (optional)**

- Each appendix should be properly labeled with 3 components: Appendix, letter, and caption. (Appendix A: Slang used by EvCC students).
- Each additional appendix is then labeled in sequence and given its own unique caption.

### **Additional comments**

- Avoid use of dictionaries and NEVER cite them in your submissions.
- Avoid the use of honorifics such as Mr., Mrs., Dr., unless this is an expectation of the cultural group being presented.
- At most (and rarely) use an author's first name in an academic paper ONCE.
- Unless there is something unique or special, do not use the title of the reference in the text of the paper.
- Foreign words are typed in italics.
- Scientific names are typed in italics.
- Do not abbreviate titles, captions or similar data.
- Never use phrases such as “Researchers say ...” or “Studies show ...”.
  - Always be very specific when reporting the work of others.
  - Say something like this: Smith’s (2011) research indicates ...or The study by Smith and Jones (2012) reports ....
- How to treat the numbers when writing your text:
  - Never report data as percentages unless you also use the numbers. Think: 41% of what?
  - Never begin a sentence with a numeral. Either rewrite the sentence to avoid this or use text (i.e.; 41% (n = 56) of the people interviewed ... → Forty-one percent (n = 56) of the people interviewed ...).
  - Never report data using words like “some”, “many” and so forth. Be very specific in how you report the findings.

### **Pseudonyms**

- Unless the person is a public official or has asked to be identified, use pseudonyms
- The first time the person is identified in the text, place single quotation marks around the name, afterward do not do so (‘John Doe’). This practice may also be appropriate when naming the locale of the fieldwork.