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 a different look).

- APA requires the font be Times New Roman 12.
- Margins (1") Measure for 1" margin from the edge of the paper: top, bottom left, and right.
- You should align text left (“left justify”) the paper.
- Spacing between lines is double. There are exceptions that may be stated in a specific assignment, though.
- Spacing between paragraphs is double, but the first line of each paragraph is indented 1.5 inches from the left edge of the page.
  - **Caution:** I need to state that it is common that a word processing program adds extra line breaks.
  - **Check:** Turn your page horizontal and check that the line breaks are equal all the way down the pages. If not, correct this.
- 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 must print single-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 your 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

- Review APA title page here: [https://owl.english.purdue.edu/owl/resource/560/01/](https://owl.english.purdue.edu/owl/resource/560/01/)
- **The grading rubric replaces the title page in this class.**

Heading (This is used instead of a title page in this course).

- Required for all assignments. (This is NOT the same as using the header function in your word processor program).
- Except for placing your name on the first line the order is not important, but **here is a list of required lines**:
  - Your **full name** should appear first.
  - The **date of submission** is in the format for social sciences: Month Day, Year and **not** Month/Day/Year. (e.g.; January 12, 2012 and NOT 1/12/2012).
  - The name of your **class** (e.g., Anthropology& 206D)
  - The **assignment number** should be provided (e.g.; Assignment 2).
  - The name of your **instructor** should be included. In some classes faculty share office space.
Running Header /Page Numbers (When no title page is required)

-**Running header**: Type in the upper left-hand corner. Use 2-3 words of your title. Use full capitalization.
  - Example: THE ESL CLASSROOM
  - Example: THE JOY OF
-**Page number**: in the upper right-hand corner of each page. No page number is used on the first page.

**How to cite**: [http://www.cynthiaclelarde.com/syllabi_constants/In-text_citing.pdf](http://www.cynthiaclelarde.com/syllabi_constants/In-text_citing.pdf)

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 as Figure 1, otherwise it is just window-dressing.
- Not sure how to label the chart, graph or photo? There are tutorials available for those.

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.

Footnotes

- For some assignments you may be asked to include a footnote. This should only appear on a single page.
- If the notation is on all the pages you have created a footer, not a footnote. You will need to correct this.

Additional comments

- Avoid use of dictionaries as sources 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.
- If you use **acronyms** be sure to provide the full title the first time you use the source. For instance, Everett Community College (EvCC).
- Never use phrases such as “Researchers say …” or “Studies show … “ unless you immediately type a set of references in-text that support this assertion.
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.

How to treat grammar errors or typos generated in the original source (such as during an interview):

- The rule is that you can’t alter the original
- But you can mark the error this way: [sic] which is the Latin abbreviation for sic erat scriptum (translates this means "thus was it written").

Pseudonyms

- Unless the person is a public official or has asked to be identified, use pseudonyms
- Document the use of a pseudonym with the footnote: Pseudonym.
- Do this the first time you bring in each person.