<h1 style="text-align:center">Standard Formatting of a College Paper</h1>

- 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/
- **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)

- <u>Running header</u>: 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
- <u>Page number</u>: in the upper right-hand corner of each page. No page number is used on the first page.

How to cite: http://www.cynthiaclarke.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, <u>do not use the title of the reference in the text of the paper</u>.
- **Foreign words** are typed in italics.
- **Scientific names** are typed in italics.
- **Do not abbreviate** titles, captions or similar data.
- If you use **acronym**s 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.

- o Always be very specific when reporting the work of others.
- o 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:
    - o Never report data as percentages unless you also use the numbers. Think: 41% of what?
    - o <u>Never begin a sentence with a numeral</u>. 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 …).
    - o 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):
    - o The rule is that you can't alter the original
    - o 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.