Writing Style Handbook

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Introduction

Axia College’s Writing Style Handbook contains formatting guidelines required in Axia’s degree programs. The handbook is intended to provide basic examples of APA style, modeled on the 5th edition of the Publication Manual of the American Psychological Association (2001). It is not intended to provide detailed instructions about every question that may arise. For further information regarding APA style, refer to http://www.apa.org/ or to the additional resources listed at the end of this handbook.
CHAPTER 1: FORM AND APPEARANCE

Font Styles

• All text must be written in the same font.
  o Use Times New Roman.
  o Use 12-point size.
• Use italics sparingly for emphasis; do not use bold, underlining, or all capital letters.

Margins

• Use 1-inch margins on all sides of each page.
• Justify the left side of the page, but leave the right side ragged.

Spacing

• Indent the first line of each paragraph five spaces.
• Double-space throughout the text.
• Leave one space between words and one space between sentences.

Page Numbers and Headers

• Place page numbers in the upper right-hand corner inside the margin of the paper (see Example 1).
  o Do not use the abbreviation P. or p. or the word page when numbering the page.
  o Number every page in sequence, starting with the title page (page 1) and ending with the references page.
• The page header consists of two or three words of the title, five spaces to the left of the page number, in the upper right-hand corner of the paper (see Example 1).

Example 1    Page Header

<table>
<thead>
<tr>
<th>Factors Influencing</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

Title Page

• Include a title page (see Example 2).

• To create a title page, center the following information on the page:
  
  o Title of the paper
  o Your name
  o Axia College of University of Phoenix
Factors Influencing the Economic Balance of Eastern European Countries

Sharon Smythe

Axia College of University of Phoenix
Headings

- Use Level 1 and Level 3 (see Table 1) to organize information in academic papers.
- Do not label headings with letters or numbers, such as 3.1 or 3A, 3B., etc.

### Table 1  Heading Levels

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Centered Uppercase and Lowercase Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3</td>
<td><em>Flush Left, Italicized, Uppercase and Lowercase Side Heading</em></td>
</tr>
</tbody>
</table>

Numbers

- Use words to express all numbers below 10, such as *three*, *five*, or *eight*.
- Use figures to express all numbers 10 and above, such as *12*, *44*, or *99*.
- Write out fractions (such as *one half of a pie*) and universally accepted usage (such as the *Fourth of July*).
- Spell out numbers that begin sentences, such as *Thirty students attended the performance*.
- Use figures when they refer to exact measurements, such as the following:
  - Mathematical functions, such as *multiplied by 3*
  - Time, such as *2 p.m.*
  - Dates, such as *October 5, 1991*
  - Ages, such as *a 4-year-old girl*
  - Units of measurement, such as *an 8-foot snake*
**Abbreviations**

- Use standard abbreviations for titles immediately before and after proper names, such as the following:
  - Joe Smith, M.D.
  - Rev. May Lane

- Use the abbreviations *a.m.* and *p.m.* for time.

- First, spell out a word; then, follow the word with its acronym in parentheses:
  - Thereafter, you may use only the acronym or initials.
  - For example, “. . . the Department of Housing and Urban Development (HUD). For HUD rules and regulations, contact . . . .”

**Lists**

- Do *not* use bulleted lists in academic papers.

- Use numbered lists only for the following:
  - Information you want to highlight
  - Information better read as a list than as part of the text

**Tables and Figures**

- You must first explain *tables* (lists or charts displaying information) and *figures* (illustrations, pie charts, bar or line graphs) in your text.
  - Insert the table or figure into the text as soon after the reference as possible.
  - Be sure the information is clear, readable, and complete.
• Tables and charts are numbered consecutively with arabic numerals (1, 2, 3, and so on) and are numbered separately within your paper (for example, Table 1, Table 2, Figure 1, Figure 2).

• See Example 3 (Table) and Example 4 (Figure) below for formatting.

Example 3 Table

<table>
<thead>
<tr>
<th>German</th>
<th>Japan</th>
<th>United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>Television</td>
<td>Newspapers</td>
<td>Television</td>
</tr>
<tr>
<td>Newspapers</td>
<td>Magazines</td>
<td>Magazines</td>
</tr>
<tr>
<td>Magazines</td>
<td>Television</td>
<td>Newspapers</td>
</tr>
<tr>
<td>Direct Mail</td>
<td>Direct Mail</td>
<td>Direct Mail</td>
</tr>
</tbody>
</table>

Note. From the *7th Annual Automotive Marketing Almanac*, by J. J. Smith, p. 3, Copyright 1999 by General Motors Corporation.
Figure 22. A Geographic Distribution of United States Revenue for XYZ Company.

CHAPTER 2: DOCUMENTING THE PAPER

Text Citations

- Credit sources directly quoted or paraphrased in your paper by providing in-text citations as well as a references page at the end of your paper.
- The examples in this chapter included are not exhaustive; refer to the APA Web site for additional information.

Paraphrasing

- When you paraphrase another person’s materials or information, you must always cite your source (see Examples 5-9).
  - Digest the information, and then rephrase it in your own words.
  - Using more than two words from the original without quotation marks is plagiarism, as is paraphrasing too closely to the original wording.

Example 5  Citation Example When Author’s Name Mentioned in the Text

Castex (1994) states that, in the 20th century, many social workers underwent cultural diversity training in order to work with growing Latino populations.

Example 6  Citation Example When No Author’s Name Mentioned in the Text

In the 20th century, many social workers underwent cultural diversity training in order to work with growing Latino populations (Castex, 1994).
Exercise 7  Citation Example for Two Authors  

Rubin and Beddingfield (1996) reported that HMOs receiving the highest ratings also had the greatest number of board-certified doctors. 

OR  

One report of ratings for HMOs (Rubin & Beddingfield, 1996) identified a correlation between high ratings and the number of board-certified doctors. 

Example 8  Citation Example for Multiple Authors  

The research shows most people are willing to force the mentally ill into treatment (Pescosolido, Monahan, Link, Stueve, & Kiluzawa, 1999). 

According to the study, more Americans show concern for substance abusers than for the mentally ill (Pescosolido et al., 1999). 

Example 9  Citation Example for Work with No Author  

- Use the first few words of the title or source, italicized, followed by the year. 

- For information from an electronic source, use the same format, but do not include the URL. 

In The Learning Portfolio (2006), it was found that…

Using Direct Quotations
• **Direct quotations** are information taken directly from the source.

• Enclose direct quotations in double quotation marks.

• Include page number(s) in parentheses.

• End the citation with a period.

• When you use direct quotations, use the following formats (see Examples 10-15):

**Example 10  Citation Example of Direct Quotations From Print Sources**


OR

Ganong and Coleman (1987) stated, “. . . researchers have been slow to undertake empirical studies of stepfamily dynamics” (p. 6).

OR

“. . . researchers have been slow to undertake empirical studies of stepfamily dynamics” (Ganong & Coleman, 1987, p. 6).
Example 11  Citation Examples of Direct Quotations From Electronic Sources

- Include the paragraph number.
- For longer articles, include the closest heading to the citation; then count the paragraphs from the heading.

Chou (1993) stated, “Children are grouped by age and each group has a specific space called a classroom” (¶ 1).

**OR**

Kossek and Nichol (1992) stated, “Prior studies usually have had poor control groups . . . ” (¶ 2).

**OR**

“The study was designed to enhance the current literature . . . ” (Kossek & Nichol, Research Focus and Model, para. 1).

Example 12 Citation Example for a Quotation Within a Quotation

“Respondents were asked ‘Which parent do you like best as a parent?’”

(Ganong & Coleman, p. 9).

Example 13  Citation Example That Includes an Error

“‘The construction companies, they [sic] don’t care’ (Graham & Dempsey, p. D1).

Example 14  Citation Example for Document Listed in aXcess
According to the Axia College Week Five reading *Persuasive Messages* (2007), “An effective persuasive message provides answers before the questions have been asked” (¶ 9).

**Block Quotations**

- **Block quotations** are quotations of more than 40 words.
- End the quotation with a period—this is an exception to the general rule.
- Block quotations must appear in a freestanding block without quotation marks (see Example 15).

**Example 15  Citation Example for Block Quotation**

One workers’ compensation insurance carrier in the Southwest provides the following statistics:

SFC Arizona has seen injury claims for all workers in all industries jump from 56,000 in 2005 to 65,000 in 2006 largely because of the population increase and jump in the number of jobs where injuries are common, said spokesman Rick DeGraw.

(Graham & Dempsey, 2007, p. D3)
References Within the References Page

- Sources cited in the body of your paper must appear at the end of your paper on a separate page titled References, with the title centered on the top of the page.
  - References include only those sources cited in the text.
  - Do not include any references that were not cited in your text.
  - Exception: You may use personal communications in your papers (such as interviews, memos, bulletins, or phone calls) sparingly. These sources are cited in the paper but are not included in the references page.
- Format each entry according to the type of source: periodical, book, Web site, and so forth.
  - Add a period and a single space after each element in an entry (author, date, title, and so on) and at the end of the entry.
  - Add a single space between elements in an entry.

Reference Examples for Periodicals

Example 16  Journal Article, No Author

Capitalize proper nouns, the first significant word of the title, and the first word following a colon.

The learning portfolio: Reflective practice for improving student learning.

Example 17  Journal Article, One Author


Example 18  Magazine Article, Multiple Authors

Identify all authors by name. Do not use *et al.* in references


Example 19  Newspaper Article, More Than One Author

Follow the magazine format for multiple authors.


Reference Examples for Nonperiodicals

Example 20  Article or Chapter in an Edited Book

- Provide title or article or chapter, followed by *In* and publication information for edited book.
• Provide city and post office abbreviation for the state, followed by a colon. (Well-known cities, such as Boston, do not require the addition of the state.)


Example 21  **Book, One Author**

Follow rules of capitalization for periodical titles.

Example 22  Work by a Group Author


Example 23  Reference Book

Follow rules for book references.


Electronic Sources

- When citing references from electronic sources, use the same elements for the entry as for print sources.
- Specify the source’s path (full Web address) and date of access (the date you visited the Web site).

Example 24  Web Site
Follow periodical rules for author and title.


Example 25  Journal Article From Database, One Author

Format is similar to a periodical reference example.


Example 26  Journal Article From Database, Two Authors

Follow rules for more than two authors in periodical reference examples.


Example 27  Journal Article From Database, Multiple Authors
Follow rules for multiple authors in perodical reference example.

Example 28  University Web Site

Follow rules for Web site reference.


Example 29  Document Listed in aXcess


Example 30  Computer Program, Software, or Programming Language Reference

Follow the book reference format example.


Add the type of software, such as *Computer Programming Language*, in brackets following title.


CHAPTER 3: ADDITIONAL RESOURCES

This handbook contains only common examples of in-text citations and references.

For more information, review the following resources:

- APA information at the Center for Writing Excellence on the Axia College Student Web site at

- The Axia College Writing Resources Web Site at
  [http://bcs.bedfordstmartins.com/axia/](http://bcs.bedfordstmartins.com/axia/)
  - The Bedford Research Room at
  - Diana Hacker’s Research and Documentation Online at
    [http://www.dianahacker.com/resdoc/p04_c09_o.html](http://www.dianahacker.com/resdoc/p04_c09_o.html)