**School of Human Performance and Recreation**

 **WRITING POLICY**

**All students enrolled in courses within the Department of Health and Human Performance will follow the APA citation style writing format**

**Main Aspects of APA Writing Style Format**

* Include a cover page
* The entire document is double spaced and left justified
* Times New Roman, 12-pt font should be used, 1 inch margins
* Headings may be used throughout the paper
* There should be a running head on every page
* Reference page should be used
* APA Parenthetical citations should be used
* An abstract *may* be used. This is at the discretion of the instructor

**Cover Page**

Centered in the middle of the title page and double spaced, should be included:

Title of the Paper
Student’s Name
Course Name
Professor’s Name
Date of Submission

A page number should be included in the upper right corner of the page. The cover page is already page one.

**Running head**

The running head is an abbreviated version of the title of the paper. It should be no more than 50 characters long, and ideally it is simply the first several words of the title. This abbreviated title with the phrase "Running head:" preceding it appears on the cover page. On all subsequent pages, the running head still appears, but the phrase "Running head:" is dropped.

**Headings**

Major Headings (Level 1)

Level 1 headings should be centered, typed in bold,

with major words capitalized

Headings Within a Section (Level 2)

Level 2 headings look the same, except they should be justified left

Subheadings (Level 3)

Level 3 headings are indented, still bold, with only the first word or proper nouns capitalized; they end with periods and the paragraph starts on the same line

**In Text Citations**

 If a student is paraphrasing, summarizing, or otherwise crediting ideas (rather than quoting words directly), they only need to include the author’s last name and the year of publication (Author, YEAR). For example: (Napoli, 1999).

 If they are using a direct quote, they must include the author’s last name, the year of publication, AND the page or paragraph number. If paragraphs are not numbered, they can use the heading and paragraph number together. Any of these approaches helps a reader know where that particular quote can be found. For example: (Napoli, 1999, p.  152) or (Jones, 2004, para. 8) or (Black, Methods section, para. 4). Page numbers should always be used unless there is no page number. In that case, students should use paragraph numbers.

*Authors should be listed alphabetically within the same parenthesis in the same order as they appear in the reference list.*

***Variations on Citations***

* Citations with two or more authors

(Black & White, 2011)

* Citations with three, four, or five authors

(Black, White, & Red, 2011) - First appearance in the paper

(Black et al., 2011) - Each additional appearance

* Citations with 6 or more authors

(Black et al., 2011)

* Citation with no author. Use part or all of the title, including the first major word

(“Winning the War,” 2011) for an article titled: “Winning the War Against Poverty”

* (Winning the War, 2011) if the authorless work is a book, stand alone web document, or major report italicize the title
* Citation with no date
(Black, n.d.)
* Multiple citations for a sentence

(Black, 2011; Pink & Blue, 2002; Red, 1992)

* More than one source with the same author and year

(Black, 2011a; Black, 2011b)

**Block Quotes**

A direct quote of 40 or more words should use a block quote. For block quotes, the entire quotation is indented, the quotation is double spaced, and the citation comes *after* the period ending the quotations.

**Figures**

If students would like to use Figures in their papers then the student must include at the top of the figure (left justified) a title of the figure (i.e. Figure 5.1 Complex Theoretical Formulations). Under the figure, the student should then provide an explanation of the figure (what it is representing and then where it came from with the following reference. An example is provided below:

*Figure 5.1.* Processing tree model. Adapted from “A Simplified Conjoint Recognition Paradigm,” by C. Stahl and K.C.Klauer, 2008, *Journal of Experimental Psychology*, *34*, p. 573. Copyright 2008 by the American Psychological Association.

**Reference List**

Example of a Reference List:

References

Coptic Orthodox Church. (1995). In *Encyclopaedia Britannica* (Vol. 3, pp. 615-616). Chicago,

IL: Encyclopaedia Britannica.

D’Angelo, R., & Douglas, H. (Eds.). (2008). *Taking sides: Clashing views in race and ethnicity*

(6th ed.). Dubuque, IA: McGraw-Hill.

Doyle, D. (n.d.). *Reading better and faster.* Retrieved from

http://english.glendale.cc.ca.us/speed1.html

Fear and ignorance and biotech. [Editorial]. (2000, January 31). Chicago Tribune, p. 14.

Frank, J. (1974). The world of Raskolnikov. In R. L. Jackson (Ed.), *Twentieth century*

*interpretations of Crime and Punishmen*t (pp. 81-90). Englewood Cliffs, NJ:

Prentice-Hall.

Franzen, P. L., Siegle, G. J., & Buysse, D. J. (2008). Relationships between affect, vigilance, and

 sleepiness following sleep deprivation. *Journal of Sleep Research, 17*(1), 34-41. doi:10.1

 111/j.1365-2869.2008.00635.x

Morson, G. S. (1994). *Narrative and freedom: The shadows of time.* New Haven, CT: Yale

University Press.

A reference page is just that, not a works cited page. All references must be used in the text. The list is double spaced and alphabetized by primary author’s last name. All references also use a hanging indent. Below is a guide to use for specific reference list entries.

<http://www.aurora.edu/documents/academics/resources/learning-center/apa-ref090308.pdf>

**Additional Resources**

*Sample APA Paper*

<http://www.aurora.edu/documents/academics/resources/learning-center/sample-apa0508.pdf>

*APA Paper Template*

<http://libguides.aurora.edu/content.php?pid=91183&sid=1311249>