

Title Page:

- Running head: an abbreviated title, flush left at the top in ALL CAPS (do not exceed 50 characters, including punctuation and spaces)
- Title: Should be a concise summary of the paper; do not state the unnecessary (EX: “An investigation of ...”); double-space if more than 2 lines
- Byline: author(s) name(s)

Quotations:

- Used for material quoted directly from author’s work, material duplicated from a test item, or verbatim instructions to a participant
- If <40 words, include it in text, set off by quotation marks
- If >40 words, use a free standing block of lines without quotation marks. Start it on a new line and indent five spaces from the left margin. Use block format.
- Give page numbers where quote can be found
example: *Jones & Collins state that “...” (p. 65).*
Or “...” (*Jones & Collins, 1998, p.65*).



APA Style

5th edition (APA, 2001)

Using Numbers:

- Use figures (12, 15, 23) for numbers 10 and above
- Use words for numbers less than 10 **except** for numbers that:
 - are below 10 and grouped for comparison (EX: lines 5 and 13)
 - immediately precede a unit of measurement (EX: 8 years old)
 - represent statistical or mathematical functions

Some Don'ts for Sentence Structure:

- Don't end a sentence with a preposition (in, with, for, at, to)
- Don't write as if one is speaking (I, you, to me, I like how...)
- Don't overuse commas or semicolons
- Use simple statements versus incorrectly punctuated compound sentences
- Misspelled words or using the incorrect form of the word is unacceptable

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- Double-spaced throughout (including long quotes and reference page)
 - Times New Roman or Courier New typeface, 12 points
 - All pages numbered (including title page) in upper right-hand corner

Reference page is inclusive of all citations within the paper, and is alphabetized according to the last name of the first author

* For more detailed information or examples, the APA manual is available for purchase at the bookstore or for reference/checkout in the library.

Leisure Planning1
Running Head: LEISURE TRANSITION PLANNING
Effects of a Leisure Transition Planning Curriculum On Student Involvement in the Transition Planning Process Andrew McGovern University of Montana

References on Reference Page:

- Center the word “References” on the top of the page
- Alphabetize according to first authors’ last names (don’t change the order in which they are listed)
- Use the last name, first initial, middle initial (if given)
- Indent second and third lines (hanging indent)
- Use a comma and an ampersand (&) before the last author’s name (even if there are only two)
- If you have more than one reference by the same author, list according to publication year, earliest first
- Italicize the journal or book title and volume

Citations in Text:

- Use (Authors’ last names, 1998); if there are three or more authors, you must only list all of them the first time. After that, subsequent citations can be: (First author, et al., 1998)
- *When to cite references in text:* You *must* cite a reference every time you use information (a quote, a statistic, a finding, an opinion, or even an idea).
- **Examples:**
Jones and Collins (1998) found that children of working mothers. . .
Children of working mothers are often. . .
(Jones & Collins, 1998)

Examples:

Generic example of a journal article

Smith, J.A., Jones, J. & Alberts, S.M. (1998). Article title. *Title of Journal, volume number*, (issue number, only if journal is paginated by issue), page numbers.

Journal article, single author

Smith, J.A. (1998). Television viewing in latch key children. *Journal of Media, 4*, 345-358.

Journal article, multiple authors, journal paginated by issue

Smith, J.A., Johnson, S.M., & Alberts, S.M. (1998). Video watching in daycare. *Child Psychology, 34* (3), 123-129.

Magazine article

Brady, J.A. (1998, October 15). Understanding your teen. *Parents, 145*, 123-125.

Daily newspaper article, no author

Newspaper reading and social studies scores. (1998, June 19). *The New York Times*. p. B12.

*In text, use a short title for the parenthetical citation: (“Newspaper reading,”1998)

An entire book, third edition, Jr. in name

Casey, L.M., & Linus, T.A., Jr. (1989). *Exceptional children in exceptional schools*. (3rd ed.). Washington, DC: McGraw-Hill.

Book, no author or editor

Merriam-Webster’s collegiate dictionary (10th ed.). (1995). Springfield, MA: Merriam-Webster.

Book, revised edition

Rosenburg, J. (1989). *Ethics in psychology* (Rev. ed.). Moorpark, CA: Sage.

Internet sources

List authors, if available, then date, title of article or work. Retrieved [date] from [sponsor of website]: give internet address

example:

Smith, J.A. (1998, September). Playmates for your child. Retrieved June 5, 2002 from Family Studies website:
<http://www.famstudies.com>

Internet articles based on a print source:

VandenBos, G., Knapp, S., & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research, 5*, 117-123.

Some Don’ts for References:

- Don’t number your references or use footnotes or endnotes
- Don’t capitalize all the words in the title of the article, only the first word of the title and the first word of the subtitle, if there is one, and any proper nouns in the title
- Never use author’s first or middle names