University of the Potomac
WRITING STYLE GUIDE

2013

Dr. Ebenezer Robinson was awarded his PhD degree in Business Administration at Northcentral University, Arizona. Prior to that, he had earned a Master of Business Administration in Management from the American Inter-Continental University, Houston, Texas. His undergraduate work was at California State University Carson, CA, where he earned a Bachelor of Science degree in Accounting. Dr. Robinson has taught numerous

online and in-classroom courses for approximately 7 years. Robinson understand difficulties that the online and classroom environment can bring and have applied workable solutions to these issues. Dr. Robinson is passionate about helping students to learn and complete their bachelor, masters or doctoral degrees. Prior to entering the academic realm, Robinson held director posts at several organizations. He had published over 5 books and presented 6 papers at several professional and scholarly meetings. As a researcher, he has over ten scientific publications to his credit.

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Introduction

University of the Potomac recognizes the need to set a standard for the writing style of the academic papers assigned in the various courses offered through the college. To meet this need, the University of the Potomac Writing Style Guide was created to assist students in properly formatting their papers for college level writing. This guide is written to give examples of APA style and is based on the Publication Manuel of the American Psychological Association – sixth edition. While not every situation that may arise in your writing is covered in this guide, additional resources are listed in Chapter 3 to help answer additional questions.

Chapter 1 – Formatting Your Paper

The following guidelines will help you properly format your papers and are based on the American Psychological Association (APA) 6th edition publication. Remember, these are guidelines. For a complete review of the requirements for APA please visit www.APAstyle.org

Title Page

The Title Page is the first page of your paper. The following information should be on it and this information needs to be centered.

<div align="center">

Title of Paper

Your Name

Course Name

Date

</div>

Running Headers

Each page should have an abbreviated title of the paper placed within the margin.

This should be placed starting at the upper left corner of each page. *Font*

Styles

Font should be either "Times New Roman" or "Ariel".

Font Size should be 12 point.

Spacing

Set the spacing between lines to "Double Spaced".

Paragraphs should be indented 5 spaces.

Use two spaces after the end of a sentence.

Margins

Margins should be set as 1 inch on all sides (Left, Top, Right, Bottom) of the paper.

Text should be "Left Justified".

Page Numbers

Each page of the paper should be numbered.

Starting with the Title page, and ending with the Reference page, place only the number in the upper right corner of the page – within the margin.

Section Headings

To help better organize your paper, students should use section headings to help identify the topics discussed. Section headings should be Centered and **Bold** typed.

Additional subheading rules can apply. Please see your additional resources for details.

Abbreviations

The use of standard abbreviations is acceptable in academic papers.

For abbreviations that are not widely known, first spell out the complete word(s)   then place the abbreviation in parenthesis after it. From there on, use the abbreviation.   Example: American Psychological Association (APA)

Numbers

Numbers ten and below should be spelled out. While numbers above ten should be written as figures. Example (ten, 12).

Additionally, all fractions as well as numbers that begin a sentence should be written out. Exact measurements should be expressed as a figure. (Example: 2 feet)

Reference Page

The Reference Page is the last page of your paper. The title "Reference Page" should be centered at the top of the page.

You should then list your references in alphabetical order using the author's last names.

Note: for most academic papers you should have a minimum of 2 references.

Chapter 2 – Documenting Your Sources

Avoiding Plagiarism

From the 2013 College Catalog:

"Plagiarism is defined as the use of another person's or group's words or ideas without clearly acknowledging the source of that information, resulting on the false   representation as one's own work." "…to avoid plagiarizing, a student must   give credit when he/she uses:

> ➢ Another person's idea, opinion, or theory
> ➢ Any facts, statistics, graphs, drawing – anything not common knowledge
> ➢ Quotations of another person's spoken or written words
> ➢ Paraphrases of another person's spoken or written words
> ➢ Another person's data, solutions, or calculations , or computerized files"

To avoid a charge of plagiarism, and the associated consequences, every student needs to give credit in the form of a citation and/or reference. Additionally, your work needs to be your original work. Meaning that no more than 30% of your work can be quoted material.

Citing your Sources

There are times when we need to include an in-text citation for the material we use. This would include a quote, summary, paraphrase, un-common knowledge, and statistics/numerical data. For a quote, the citation would be included directly after the quote. For other uses, the citation would be included at the end of the material used. A citation is a quick reference to the material and includes the author's last name, and publication date. Also, the citation is set apart from the text by using parenthesis (). *An example of a citation for an article written by John Smith in 2008 would be: (Smith, 2008, p.8).* If no author is listed, use the title of the article and publication date. If no date can be found, simply list N.D. in its place. All citations must have a corresponding reference on the reference page at the end of the paper.

Direct Quotes

When quoting a person, be sure to use quotation marks at both end of the quote to set it apart from your own words. You will also need to use a citation to give credit. Examples:

Smith (2008, p.8) stated that "Effort must be given by each student to learn the new skills".

"Effort must be given by each student to learn the new skills." (Smith, 2008, p.8)

Long Quotes

For quotes that are over 30 words, the quote should follow the same citation requirements as above. However, the quote should be set apart from the rest of the paragraph and indented an additional 5 spaces.

Book Citations & References

Book with One Author

When quoting one person, be sure to use quotation marks at both end of the quote to set it apart from your own words. You will also need to use a citation to give credit. Examples:

Smith (2008, p.8) stated that "Effort must be given by each student to learn the new skills".

"Effort must be given by each student to learn the new skills." (Smith, 2008, p.8)

Reference for one Author: (Notice the hanging indent!)

Author (Last Name, First Initial) (Year of publication). Title of work: Subtitle.

(Edition) Location: Publisher.

Smith, J. 2013. Student Success: New Skills for the New Student

(1st Edition) Brookline Press.

Book with Two Authors

Smith and Jones (2008, p.8) stated that "Effort must be given by each student to learn the new skills".

"Effort must be given by each student to learn the new skills." (Smith, Jones, 2008, p.8)

Reference for two Authors: (Notice the hanging indent!)

Author (Last Name, First Initial. Last Name, First initial),(Year of publication). Title

Work: Subtitle.(Edition) Location: Publisher.

Smith, J. Jones, D. 2013. Student Success: New Skills for the New Student

(1st Edition) Brookline Press.

Book with Multiple Authors

Smith, Doe, and Jones (2008, p.8) stated that "Effort must be given by each student to learn the new skills".

"Effort must be given by each student to learn the new skills." (Smith, Jones, Doe, 2008, p.8)

After you have listed out the names in the paper once, the citation for future quotes would be:

"Faculty should assist the students in learning these new skills." (Smith, et al, 2008, p.8)

Reference for multiple Authors: (Notice the hanging indent!)

Author (Last Name, First Initial. Last Name, First initial, Last Name, First initial),(Year of publication). Title Work: Subtitle.(Edition) Location: Publisher.

Smith, J. Jones, D. Martin, A. 2013. Student Success: New Skills for the New Student (1st Edition) Brookline Press.

Online Database Articles and/or Websites Citations & References

Article or Journal from an Online Database with an Author

Smith (2008, p.8) stated that "Effort must be given by each student to learn the new skills".

"Effort must be given by each student to learn the new skills." (Smith, 2008, p.8)

Reference for Database or Website: (Notice the hanging indent!)

Author (Last Name, First Initial) (Year of publication). Title of work: Subtitle.

(Edition) Retrieved (Jan. 01, 2013) from https://ABCD.com/article

Smith, K. 2013 Student Learning: New Skills for New Students

(1st edition) Retrieved Jan. 01, 2013 from Https://ABCD.com/article

Article or Journal from an Online Database without an Author

The website for student learning (2008, p.8) stated that "Effort must be given by each student to learn the new skills".

"Effort must be given by each student to learn the new skills." (Student Learning, 2008, p.8)

Reference for Database or Website: (Notice the hanging

indent!)   Title of work: Subtitle.

(Edition) Retrieved (Jan. 01, 2013) from https://ABC.com/article

Student Learning: New Skills for New Students

(1st edition) Retrieved Jan. 01, 2013 from Https://ABCD.com/article

Chapter 3 – Resources

www.apastyle.org http://owl.english.purdue.edu/owl/section/2/10/

Chapter 4 – Sample Paper

Running head: TITLE SHORTENED TO FEWER THAN 50 CHARACTERS   -1-
Title of Your Paper

Jane S. Student

Course Name

Date

Introduction (This is a requirement)

Your introduction will give the reader an understanding of what the paper will discuss. You should provide your thesis statement as well as some interesting facts to entice the reader to continue reading your paper.

The body of will follow (Use APA section headings for each section of your paper)

Recommendation (last section of your paper)

Follow this template to help you with essential requirements for setting up your paper in APA format such as: margins, indentations, font, line spacing, and quotes. To use this template, please save a copy of this paper on your computer. You can either refer to it, or type over the text. Here, then, is a sample block quotation:

> A quotation that occupies more than 30 words should be indented five spaces from the left margin. In a student paper, a block quotation may be single or double spaced, without quotation marks at the beginning and end of the quoted material. Its right margin should
>
> be set at 1". Its parenthetical citation should be placed after the block's last item of punctuation. (Smith, 2013, p 8)

As you set up your paper, remember that your font should be 12 point, and either Times New Roman or Ariel. You should have 1 inch margins on all sides, and your sentence spacing should be double.

Conclusion Paragraph:

Running head: TITLE SHORTENED TO FEWER THAN 50 CHARACTERS

References

Doe, J. (2013, March 1). Title of an article. Title of a Publication, 212, 23.

Smith, J. 2013. Student Success: New Skills for the New Student

(1st Edition) Potomac Press.