CELCIS

Research Paper Style Guide

Revised Spring 2013
CELCIS Research Paper Style Guide

Academic writing is **formal, specific, objective, well-organized, and correctly formatted.**

I. **Formal**
   A. Use formal vocabulary as often as possible
      1. get rid of ⇒ eliminate
      2. found out ⇒ discovered
      3. get ⇒ obtain
      4. pretty good ⇒ well
      5. a lot of ⇒ a significant amount
      6. something will happen ⇒ a consequence
   B. Do not use contractions
      1. don’t ⇒ do not
      2. shouldn’t ⇒ should not
      3. they’re ⇒ they are
   C. Check for correct spelling
      1. Original sources
      2. Dictionaries (English-English is best)
      3. Computer spell check (ensure that you have the correct word)

II. **Specific**
   A. Avoid using vocabulary with general meanings
      1. thing
      2. good
      3. bad
      4. stuff
      5. get
      6. etc./and so on
      7. anyone/anything/anywhere/any place
      8. someone/something/somewhere/some place
      9. everyone/everything/everywhere/every place
     10. people (be more specific: Americans, students, visitors, etc.)
     11. a lot of/a few/some/many (be more specific: 90% of the students, 15 students, etc.)

III. **Objective**
   A. Avoid using personal pronouns: I, we, you ⇒ this paper..., this research...
   B. Qualify generalizations as often as possible, for example:
      1. Americans divorce for many reasons. Be more specific:
      2. “The reason why so many Americans divorce is gambling.” ⇒

Revised Spring 2013
“One of the reasons so many Americans divorce is gambling.” or “Gambling may cause many American couples to divorce.”
C. Use accurate, credible, objective, and up-to-date sources
   1. book chapters
   2. newspaper articles
   3. magazine articles
   4. journal articles
   5. library data base articles
   6. websites
      a. Avoid
         (1) .com websites
         (2) websites where no author name or institutional
             affiliation is provided
         (3) websites that have not been recently updated
         (4) websites that contain errors in spelling, grammar, or
             informational content
      b. Balance the number of websites you reference with an equal
         number of book chapters, newspaper articles, magazine
         articles, journal articles, and library data base articles

D. Clearly show what ideas are taken from sources
   1. cite the information immediately at the end in correct in-text citation
      format
   2. use “according to...”
   3. use reporting verbs (reports, states, explains, defines, etc.) in the
      simple present tense

IV. Well-organized
A. Use academic format
   1. Introduction
      a. The last sentence in the Introduction is the thesis statement
      b. Thesis statement
         (1) gives the topic of the paper
         (2) says something about the topic (limits the scope)
         (3) tells how the main ideas will be organized/developed
         (4) example: “Walt Disney was a great success because he
             was well-prepared to produce creative movies, he
             was not afraid to use innovative techniques, and he
             worked to make his dreams happen.”
   2. Body
      a. Contains two or more paragraphs
      b. Each paragraph should contain
         (1) a topic sentence
         (2) 3 or more supporting details
         (3) a concluding sentence
         (4) citations to 1 or more sources
      c. Each paragraph should be less than half a page long
3. Conclusion
   a. Often begins with a signal phrase such as, “In conclusion…”
   b. Restates the thesis statement in a different way
   c. Summarizes the main points of the paper
   d. Contains the ideas explained in the paper only; does not introduce any new ideas

B. Show logical relationships between ideas
   1. Use transition words and phrases
   2. Paraphrase resource information
      a. Show that you understand the ideas in the source by paraphrasing them accurately
      b. Use different words and grammar than the source to state the idea of the source

V. Correctly formatted
   A. Include all of the research paper components
      1. Title page
      2. Outline of the paper
      3. Text of the paper (check the requirements for the number of pages)
      4. Reference page
      5. (Use the same font for the whole paper)
   B. Title page
      1. Use a running header with the title of the paper and the page number in the upper right hand corner of the paper (optional for Elementary and Intermediate levels)
      2. Center all other information
         a. Title (academic format)
         b. Writer’s name and/or WIN number
         c. Name of the class
         d. Date the paper is due
         e. Instructor’s name
   C. Outline
      1. Outline only the main ideas of the paper (single space, less than 1 page)
      2. Use a computer outline format to simplify the process
   D. Text of the paper
      1. Use standard 8½" by 11" white paper
      2. Double space the whole paper equally
      3. Leave the standard (1.25”) margins on all four sides of the paper
      4. Use standard 12 point font (11 point default in MSWord 2007)
      5. Use Calibri (default in MSWord 2007), Arial, or Times New Roman
      6. Use the TAB key to indent each paragraph

Revised Spring 2013
7. Use a running header with the title of the paper and page number at the top right of each paper beginning with the title page (optional for Elementary and Intermediate)

E. Reference page
1. Center the title “References” at the top of the page
2. Double space the entire reference page equally
3. Use “hanging indent” for each entry
4. Alphabetize all of the entries (do not separate any entries)
5. Use the same font size and type as used for the text of the paper

F. Format in-text citations and end-of-text references according to APA (6th edition) guidelines
1. In-text citations (optional for Elementary)
   a. In-text citations indicate that you copied (quoted) something directly or that you paraphrased (stated in your own words) information from a source
   b. The purpose of an in-text citation is to show the reader the resource which was used for the information presented. The reader simply needs to look at the in-text citation and go back to the “References” page to find the full citation. The reader may then go to the library or get on the Internet, using the citation, and locate the origin (source) of the information. A citation is really a road map leading back to the original source.
   c. Use reporting verbs (describes, explains, defines, etc.) in simple present tense when using information which has been taken from a source.
2. In-text citation for paraphrased material
   a. Include the last name of the author(s) and the year the source was published
   b. When there is no author, the title of the article is used in “quotation marks”
   c. If there is no date, write (n.d.) in the date space
   d. Multiple authors (optional for Intermediate)
      (1) If a source has two authors, use both authors’ last names throughout the paper: (Brown & Hood, 2002)
      (2) If a source has three, four, or five authors, use all the authors’ names the first time you cite this source; after the first time, use only the first author’s last name followed by et al. (Wasserstein, Zapupulla, Rosen, & Rock, 1994) (Wasserstein et al., 1994)
      (3) If a source has six or more authors, use only the last name of the first author followed by et al.
3. In-text citation for quoted material
a. When quoting, always provide the author’s last name, the year, and the specific page on which the quote appeared (Haynes & Baker, 1993, p. 131)

b. If the text has no page numbers, use the author’s last name, the year, and the number of the paragraph on which the quote appeared (Graff, 2007, para. 5)

c. There are three basic types of in-text citations:
   (1) **Closed, most common**: Early onset results in a more persistent and severe course (Kessler, 2003).
   (2) **Open author, used when the author is important in text**: Kessler (2003) found that among epidemiological samples...
   (3) **Open date, used when the date is important in text**: In 2003, Kessler’s study of epidemiological samples showed that...

G. **End-of-Text References: The Reference Page**
1. Format the page for double spacing and hanging indent before you type one letter
2. Each part of each entry is treated as if it were a complete sentence; there should be a period after each part
3. The entries are alphabetized by the first word of each entry (articles and prepositions are not included in this process; use the first letter of the first major word in the title); they are not grouped in any other way
4. If there is an editor in place of an author, use (Ed.) after the name of the editor
5. If there is no author or editor, move the title of the article up to the author/editor position and leave all of the other information as it is
6. If there is no date, write (n.d.) in the date position
7. A general rule is if there is no information for a certain part of the entry, don’t write anything
8. Publication titles are *italicized*

Revised Spring 2013
Before you type one letter, follow the directions below.

The use of a manuscript page header for each page of a document is one way of showing which document a certain page belongs to. Page numbers on a document are important. They show the reader the correct sequential order of the pages. APA format states that page numbers begin on the title page (p. 229). The following steps will result in the creation of a manuscript page header with page numbers according to the APA Manual, 6th edition.

~ Open Microsoft Word 2010
~ Double click in the “header” area of the paper
~ Go to the left in the tool bar and click “page numbers”
~ A drop-down box will appear
~ Click “Top of Page”
~ Another drop-down box will appear
~ Click “Plain Number 3”
~ Place the cursor on the left side of the page number
~ Type in all capital letters the complete title of the paper
~ Place the cursor on the left side of the title
~ Backspace until the title/page number information ends up at the left margin
~ Place the cursor between the title and the page number
~ TAB until the page number ends up on the right margin
~ Double click outside of the header area

Your manuscript page header and sequential page numbers will automatically appear on each page of your paper.

Your header/page number should look like this:

FRANKLIN DELANO ROOSEVELT
Before you type one letter, follow the directions below.

Before you begin to type your first draft of your research paper/project, it is important that you format your computer so the format of the paper will be correct as you type it. If you do not format the paper before you begin to type it, you may have trouble formatting it at a later point. The following steps will result in a correctly formatted paper.

~ Open MicrosoftWord 2010
~ Double click on “Home”
~ Go to the “Paragraph” area
~ Click on the arrow in the lower right corner
~ “Indents and Spacing” will appear on the screen
~ Go to the “Indention” area
~ Go to the “Special” area
~ In the drop down box, click on “First Line”
~ Go down to the “Spacing” area
~ In the “After” area, change “10 pt” to “0 pt”
~ In the “Line Spacing” area, change it to double
~ Go down to the bottom of the box and click “OK”

As you type your paper, each line will automatically be double-spaced. Also, as you end each paragraph, the following paragraph will be correctly indented. Then, all you have to do is type without worrying about line spacing and paragraph indentation. The basic format of your paper will be correct.
Before you type one letter, follow the directions below.

APA format requires a hanging indent format for the list of resources on the resource page. Additionally, the entries need to be alphabetized. The following steps will result in the creation of the correct format for this page.

~ Open Microsoft Word 2010
~ At the “Home” tab, look at the center and find “Paragraph”
~ Click on “Paragraph”
~ A drop-down box will appear
~ In the middle of the drop-down box you will see “Indentation”
~ Go to “Special” and click on the arrow
~ Another drop-down box will appear
~ Click on “Hanging”
~ Go down to “Spacing” and “After” and change “10 pt” to “0 pt”
~ To the right of that you will find “Line Spacing” and click on the arrow
~ Another drop-down box will appear
~ Click on “Double”
~ Then go to the bottom of the box and click on “OK”

You have now set up the formatting for the resource page. All you need to do is enter the correct APA format data.

The final step in this process is to ensure that all entries are listed alphabetically.
Crediting Sources - APA 6th Edition

When to Cite (p. 169):

Cite the work of those individuals whose ideas, theories, or research have directly influenced your work. This work may provide key background information, support or dispute your thesis, or offer critical definitions and data. Crediting the ideas of others provides documentation for all facts and figures that are not common knowledge.

The number of sources you cite in your work will vary by the intent of the article. For most articles, cite one or two sources for each key point.

Plagiarism (p. 170):

Whether paraphrasing, quoting an author directly, or describing an idea that influenced your work, you must credit the source. To avoid charges of plagiarism, take careful notes as you research to keep track of your sources and cite those sources according to APA guidelines.

Direct Quotation of Sources (p. 170):

Reproduce word-for-word material which is directly quoted from another author's work. When quoting, always provide the author, year, and specific page or paragraph number.

Paraphrasing Material (p. 171):

When paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page or paragraph number.

Reference List (p. 180):

Revised Spring 2013
APA (6th edition) requires that the reference list be double-spaced and that entries have a hanging indent.

Reference Components

Authors:

Write the author’s last name, first initial, and middle initial, when available. End the element with a period.


Roush, J. P.
Smithson, R. J., Reese, T. T., & Veldman, K.

Editors:

Write the editor’s last name, first initial, and middle initial, when available. End the element with a period.

*Format: Editor, E. E. (Ed.)*

Dowdy, E. F. (Ed.).
Littleton, B., & Robinson, J. J. (Eds.).

Publication Date:

In parentheses, write the year of publication, comma, the full name of the month, and the date, when available. If there is no date, write (n.d.). End the element with a period.

*Format: (year, month date).*

(1999).
(2005, August 5).
(n.d.).

Article or Chapter Title:

Capitalize only the first word of the title and any proper nouns; do not italicize the title or place quotation marks around it. Finish the element with a period.

Mental and nervous diseases in the Russo-Japanese war: A historical analysis. Obama’s problem with the American economy.
Periodical Title:

Give the periodical title in full, using upper case and lower case letters. Italicize the title of the periodical. Finish the element with a comma.

Social Science Quarterly,
U. S. News and World Report,

Book Title:

Capitalize only the first word of the title and any proper nouns; italicize the title. Finish the element with a period.

APA publication manual.
Understanding and using English grammar.

Publication Information for Periodicals:

Give the volume number after the periodical title; italicize it. Do not use Vol. before the number. If no volume number is provided, don’t write anything. Issue numbers follow the volume numbers in parentheses and are not italicized. Give inclusive page numbers for the pages on which the cited material appears. Do not italicize the page numbers. Do not use p. before the page numbers. Finish the element with a period.

Social Science Quarterly, 84, 508-525.

Publication Information for Books:

Give the location (city and state or city and country) of the publisher. Use a colon after the location. Give the name of the publisher as it is printed in the book. Finish the element with a period.

Pretoria, South Africa: Unisa.
Periodicals: Periodicals include items published on a regular basis such as journals, magazines, newspapers, and newsletters. Items listed here are not double-spaced to save space. The general reference form is:


> In-text: (Author, year)

Journal Article with DOI:


> In-text: (Herbst-Damm & Kulik, 2005)

Journal Article without DOI:


> In-text: (Light & Light, 2008)

Magazine Article:


> In-text (1st time): (Chamberlin, Novotney, Packard, & Price, 2008)
> In-text (2nd and beyond): (Chamberlin et al., 2008)

Online Magazine Article:


> **In-text:** (Clay, 2008)

**Newspaper Article:**


> **In-text:** (Schwartz, 1993)

**Online Newspaper Article:**


> **In-text:** (Brody, 2007)

**Books, Reference Books, and Book Chapters**: This category includes books and reference books such as encyclopedias, dictionaries, and discipline-specific books. The general reference forms for books are:

Author, A. A. (year). *Title of publication*. City, State: Publisher.


Author, C. C. (year). *Title of publication*. doi: xx.xxxxxxxxxxxx

Editor, E. E. (Ed.). (year). *Title of publication*. City, State: Publisher.

> **In-text:** (Author, year)

**The general reference forms for reference books are:**


> **In-text:** (Author, year)
The general reference forms for books are:

**Book (printed version):**


> **In-Text:** (Shotton, 1989)

**Book (electronic version):**


> **In-Text:** (Schiraldi, 2001).

The general reference forms for reference books are:

**Reference Book:**


> **In-Text:** (Bergmann, 1993)

**Online Reference Book:**


> **In-Text:** (Graham, 2005)

**Online Reference Book (no author/no editor):**

http://www.m-w.com/dictionary/heuristic

> **In-Text:** ("Heuristic," n.d.)


**Basic In-Text Citation Styles**

**One Work by One Author** (p. 174):

The author-date method of citation requires that the surname (last name, family name) of the author and the year of publication be inserted in the text at the appropriate point:

*Closed, most common:*

Early onset results in a more persistent and severe course (Kessler, 2003).

*Open author, used when the author is important in text:*

Kessler (2003) found that among epidemiological samples...

*Open date, used when the date is important in text:*

In 2003, Kessler’s study of epidemiological samples showed that...

**One Work by Multiple Authors** (p. 175):

When a work has two authors, cite both (last, family) names every time the reference occurs in text. When a work has three, four, or five authors, cite all the (last, family) names the first time the reference occurs in text; in subsequent citations, include only the surname (last name, family name) of the first author followed by et al.

*Closed, first entry, most common:*

Early onset results in a more persistent and severe course (Kisangau, Hosea, & Joseph, 2007).

*Closed, subsequent entries, most common:*

Early onset results in a more persistent and severe course (Kisangau et al., 2007).

Revised Spring 2013
Open authors, first entry, used when the authors are important in text:

Kisangau, Hosea, and Joseph (2007) found that among epidemiological samples...

Open authors, subsequent entry, used when the authors are important in text:

Kisangau et al. (2007) found that among epidemiological samples...

Two or more sources cited within the same parentheses:

Several studies (Miller, 1999; Shafranske & Mahoney, 1998)

Works with no Identified Author or Editor (p. 176):

When a work has no identified author or editor, cite in text the first few words of the reference list entry and the year. Use quotation marks around the title of an article, a chapter, or a web page. Italicize the title of a periodical, a book, or a brochure:

...on free care ("Study Finds," 2007)
...high school statistics (College Bound Seniors, 2008)

Citing Specific Parts of a Source (p.179):

To cite a specific part of a source, indicate the page, chapter, etc., of the appropriate point in the text. Always give page numbers for quotations.

(Centers for Disease Control and Prevention, 2005, p. 10)
(Shimamura, 1989, Chapter 3)

Order of References in the Reference List (p. 181-183):

Arrange entries in alphabetical order by the surname (last name, family name) of the first author.

If there is no author or editor, move the title of the article to the author/editor position, and alphabetize the entry by the first significant word of the title (ignore articles and prepositions in the first position).
Electronic Sources: URL and DOI

URL: Universal Resource Locator = the URL is used to map digital information on the Internet (p. 188). The components of a URL are as follows: protocol, host or domain name, path to document, and file name of specific document.

http://www.apa.org/monitor/oct00/workplace.html

http = the protocol
www.apa.org = host or domain name
monitor/oct00 = path to document
workplace.html = file name of specific document

The host or domain name can help you determine the appropriateness of the source for your purpose. Some examples are:

.edu = education site
.gov = government site
.mil = military site
.com = commercial site
.biz = business site

Host or domain name extensions may also include a country code:

.ca = Canada
.nz = New Zealand

DOI: Digital Object Identifiers = developed by a group of international publishers to provide a means of persistent identification for managing information on digital networks (p. 188). A DOI is a unique alphanumeric string assigned by a registration agency. The publisher assigns a DOI when your article is published and made available electronically.

The DOI is the final entry in a full citation. It should look like this:

doi: 10.2059/857454390.35.2.682
Important: URL and DOI information can be lengthy. Do copy and paste to ensure you have the correct information. Once you have done this, try it to see if the address works properly.


**In-Text Citations for Maps, Graphs, Pictures, etc.**

All maps, graphs, pictures, etc. require two things when placed in research papers:

1. A title
2. A citation

Below are examples of these insertions:

The map on the right of this text is an example of how you might insert a map in your text. It can be placed anywhere with text surrounding it. Again, this insertion may be a map, a picture, a graph, or any other such items. Be sure each insertion has a title and a citation as exhibited here.

Map of the State of Michigan

Michigan (Bernstein, 2003)

The complete citation for this entry might look like this:


Revised Spring 2013
Michigan Press.

This whole system works like a road map. The citation under the picture gives the reader the basic information to locate the complete citation on the "References" page. The complete citation on the "References" page tells the reader how to locate the original document from which this picture came.