

# USU INSTRUCTIONAL LEADERSHIP WRITING GUIDE APA 6.0

## A. Tips for All of Your Writing

1. Follow the *American Psychological Association (APA) Writing Style 6.0*. If you need additional help, refer to <http://owl.english.purdue.edu>
2. Follow the writing process: pre-write, draft, edit, revise, re-write, and proofread.
3. Submit all papers through Canvas. Do not send by email attachment.
4. Use 12 pt. serif font such as Times New Roman
5. Use one-half inch indent for paragraphs
6. Double space all text including long quotations and references
7. Keep all margins at one inch
8. Use a title page only for papers that are more than ten pages.
9. On all pages, place the page number after the first page in the upper right corner (use the page number)
10. Choose either first person (I, me, mine) or third person (he, she, their) perspective but never second person (you) unless addressing the reader.
11. In a series, use lower case letters inside the paragraph and numbers for set-off sentences in a list.
12. Revise, edit, and proofread. Find someone else to proofread.

Note: After your instructor grades your paper, read the comments and check the rubric to improve your writing for the next assignment. If you have trouble, go to the Canvas Help section tutorial or call 1-435-797-HELP.

## B. Manuscript Parts for Less than Ten Pages if Submitted on Canvas (see sample on next page)

Title (no separate title page)

Text Body

For headings use levels 1 and 2 (see below)

References (no separate page necessary)

## C. Manuscript Parts for Ten or More Pages of Text (See samples on next page)

### 1. Title Page

- a. Running head on the first line of the page—a shortened version of the title, flush left, and in all caps. Type *Running head:* (no italics), followed with a shortened version of the title with <50 characters typed in all caps. On the same line flush right, insert page number flush right.
- b. Title: Centered using title capitalization. A good title is descriptive and creates interest in 12 or fewer words.
- c. Author's name. Two lines below the title, center your name.
- d. Affiliation. Two lines below your name, identify your affiliation with Utah State University.

### 2. Abstract

Second page of the manuscript and provides a brief description of the paper.

- a. Heading. Three lines below the running head, center the word Abstract
- b. Format. The abstract is a single, double spaced paragraph with no indentation.
- c. Length. Typically between 150 to 250 words.
- d. Content. Describe the topic, methodology, and results or conclusions.

### 3. Text

Begins on the 3<sup>rd</sup> page, three lines below the Running Head.

- a. Center the title and start
- b. Introduction—start the text with no heading two lines below the title.
- c. Body of the text with appropriate headings might contain such parts as Methods, Results, Discussion, and Conclusion.

### 4. References

The reference list, which continues on the next page following the conclusion, provides all sources that were used in the paper. References use a hanging indent (first line on left margin, all other lines indented one-half inch) and are double-spaced.

## D. Headings

Shorter papers only need two levels; longer papers only need three levels.

**Level 1:** Centered, title capitalization, bold

**Level 2:** Flush left, title capitalization, bold

**Level 3:** Indented, sentence style capitalization, bold, with a period at end

**Level 4:** Indented, sentence style capitalization, bold, italics, with period at end

**Level 5:** Indented, sentence style capitalization, italics, with a period at end

## E. Mechanics

### 1. Commas

- a. In three or more items in a series and before the conjunction
- b. To set off introductory nonessential phrases and clauses.
- c. To set off nonessential (parenthetical) information within a sentence.
- d. Between two independent clauses of a compound sentence and before the coordinating conjunctions (FANBOYS—for, and, nor, but, or, yet, so)
- e. To set off quoted material.

- f. To separate coordinate adjectives (adjectives that can be separated by *and* or *but* and are interchangeable, e.g., The happy, fun teenaged girl.
- g. Between date and years such as December 25, 2016
- h. With numbers of 1,000 or more

### 2. Semicolons

- a. Join clauses of a compound sentence with no coordinating conjunction
- b. Separate elements in a series when the elements contain commas

### 3. Colons

A complete sentence must precede the colon.

- a. Introduce a phrase that explains, e.g., Two words describe the boys: mischievous and playful.
- b. Introduce a sentence that explains, e.g., The girls remained silent: the boys became upset. (second sentence can be capitalized).
- c. Separate the title and subtitle

### 4. Dashes

Formed by typing two hyphens with no spaces before, after, or in between. Dashes should be used sparingly.

- a. Indicate a break in thought, e.g., The new students—they identified themselves—were caught stealing from the lockers.
- b. Insert a series that contain commas, e.g. High schools in three districts—Cache, Logan, and Box Elder—had similar technology programs.

### 5. Hyphens

Often used to join compound words before a noun.

- a. A compound that functions as an adjective, e.g., high-risk schools
- b. A compound with a number that functions as an adjective, e.g., first-grade teacher
- c. A compound using the prefix *self-*. e.g. self-help books
- d. A compound that could be misread, e.g., re-mark as in mark again
- e. A compound using a prefix before a capitalized word, e.g., anti-American
- f. A compound using a prefix before numbers, e.g., pre-2015
- g. A fraction used as an adjective, e.g., two-thirds majority
- h. A prefix that ends with the first letter of the next word, e.g., anti-inflammatory.

### 6. Quotation Marks

Used in the text of a paper to identify titles, quotations, and to highlight.

Quotation marks always go on the outside of commas and periods. All other punctuation goes on the outside of quotation marks unless that punctuation is part of the quotation

- a. Use quotation marks for titles of chapters, articles, and songs.
- b. Use quotation marks around lifted passages from another source.

### 7. Italics

Use italics rather than underlining for titles of books, journals, and movies.

### 8. Numbers

Use Arabic numbers and avoid Roman numerals. Use numbers for 10 and above. Use numbers for measurements (6 inches), periods of time (6 years), and ages (8 years old).

### 9. Capitalization

- a. Capitalize proper nouns and adjectives, specific titles, departments, and courses, e.g., Most students took Mathematics 8 as a mathematics course. Principal Jones was the new principal.
- b. Capitalize first letters in titles except for prepositions, articles, and conjunctions.
- c. APA has a different rule for capitalizing titles in a reference. Only capitalize the first letter of a title and its secondary title, e.g., The superintendent: New dimensions.

### 10. Subject-Verb Agreement

Verbs must match the subject according to number (singular or plural) or gender (masculine, feminine, or neuter).

Special circumstances:

- a. *datum* (singular) and *data* (plural), e.g., The data are in the report.
- b. Collective or group nouns—consider whether members act in unison as a group (singular verb) or individuals (plural verb).
- c. Singular and plural subjects joined by *or* or *nor* need to match the verb with the nearer subject, e.g., Neither the students nor the teacher finds the book enjoyable.

### 11. Pronoun-Antecedent Agreement

Pronouns must agree in number and in gender with antecedents, e.g., A teacher needs to use his or her best judgment when disciplining a student. Avoid the *he/she* and use *he or she* or *he and she*.

## F. Common Errors

1. The word, data, is a plural noun and needs a plural verb, e.g., data are.
2. Avoid gender specific pronouns when the antecedent is not gender specific. The most common concern is the use of masculine pronoun (he, him, his, himself).
3. Possessive pronouns do not need apostrophes. This rule especially applies to *its*, where *it's* means *it is* and *its* is possessive such as, The building lost its heat.

- The pronoun *their* needs to refer to a plural antecedent. For example this pronoun usage is wrong: A principal should mentor their teachers.
- A lot is two words and all right is two words.
- Good* is an adjective; *well* is an adverb. Use them correctly.
- Impact means to strike or collide; affect means to influence; effect is a result
- Between compares two items; among compares more than two.
- Because you might become one, learn how to spell the position: principal is the person and principle is the rule or truth. Also know how to spell counselor.
- Formal writing is different from informal writing (consider all of your academic and professional writing as formal). Avoid the following:
  - Contractions
  - Unnecessary adjectives and adverbs (e.g., very, extremely, etc.)
  - Most abbreviations except for salutations and those used in referencing
  - Exclamation marks
  - Bold fonts to emphasize words

### G. The Reference List

All sources cited in the paper must be included in the references with the exception of personal communication.

Refer to APA 6.0 manual or <http://owl.english.purdue.edu> for additional help.

- The reference list is alphabetical using the last name of the primary author.
- The entry uses a hanging indent—the first line is flush left and all other lines are indented one half inch (in Word, go to Format, click Paragraph, select special and then hanging indent).
- The reference list should be on a new page for a manuscript with more than ten pages. The list can follow the text with shorter papers.
- The heading *References* (centered but not italicized) introduces the list.
- Use only the authors' last names and initials in the order they are printed.
- Include the complete title and secondary title as it appears on the first page or title page of the source.
- The entire list is double-spaced.

### H. Citing and Referencing a Book

- Citing a book requires two pieces of information: the author's last name and the publication year. Use one of two forms when citing in the sentence: (a) *Snow (2015) stated that* or at the of the sentence in parentheses, (b) The report was used by the government (Snow, 2015). Use page numbers (p. and pp.) if a direct quotation is used.
- References for books contain the following information in this order:
  - Author's or authors' last names and initials. Separate names with commas and an ampersand (&). If a book does not have an author's name, use the organization as the author.
  - Publication year in parentheses.
  - Titles of both primary and secondary titles in italics with a colon in between. Only capitalize the initial letter of both titles.
  - Facts of publication including city and state, followed by a colon and then the publisher. With publishers, do not use corporate designations such as Co., Inc., e.g., Allyn & Bacon. However, insert Books and Press e.g., Bantam Books and Corwin Press. The following cities do not need states: New York, Boston, Washington D.C., San Francisco, and Los Angeles. All other cities need to include the abbreviated state names, e.g., UT.
- Example:  
Popham, W. J. (2011). *Classroom assessment: What teachers need to know*. Boston: Allyn & Bacon.

### I. Citing and Referencing a Periodical

Cite source from a journal the same as from a book (see above).

References for journals contain the following information in this order:

- Author's or authors' last names and initials. Separate names with commas and an ampersand (&).
- Publication year in parentheses.
- Both primary and secondary titles with a colon in between (no italics). Only capitalize the initial letter of both titles.
- Title of journal in italics using title capitalization.
- Volume number, followed by issue number in parentheses with a comma, followed by the page numbers, e.g., 19(2), 120-129
- Example:  
Jones, A. B. & Smith, C. D. (2015). Budgets for schools. *Money and Politics*. 21(3), 26-28.

### J. Referencing Electronic Sources

Follow patterns of print sources when possible. Provide retrieval information so that the reader can locate the source on the Internet.

Example:

Yeapia, J. R. (2014). Conflict management in schools. *Power Issues*. Retrieved from <http://www.powerissues.com>.

### K. Citing and Referencing Interviews

An interview is a personal communication, and it is not included in a reference list. However, it is cited in the text by enclosing *personal communication* (not in italics) and the date in parentheses. Use the source's last name and initials.

Example: (J. T. Alexander, personal communication, September 12, 2015).

### L. Citing and Referencing a Selection from an Edited Book

- If a source is included in an edited book, cite the chapter's author(s) followed by the publication year of the edited book.
- For the reference, cite the chapter author's name, followed by the publication date, title, and then the name of the editor or editors followed with (Eds).
- Example:  
Erkens, C. (2009). Paving the way for an assessment-rich culture. In T. R. Guskey (Ed.), *The principal as assessment leader*. (pp. 9-30). Bloomington, IN: Solution Tree Press.

### M. Citing and Referencing a PowerPoint Slides Set

For the citation, treat the producer of the PowerPoint as the author followed by the year. In the references, follow the book reference but add [slide set] after the title. Use the university and department as the publisher followed by the city and state

### N. Citing and Referencing Secondary Sources

- The authors of secondary sources report the research and ideas of others such as in textbooks and literature reviews.
- Cite in text using the secondary source as the author(s) and publication year, title, followed by *as cited in* and use the source authors. e.g. Young (2015) observed instructional team meetings and reported .... (as cited in Johnson and Johnson, 2010).
- The reference must include the primary source after the secondary source.
- Example of reference  
Young (2015). The power of teacher teams. In Johnson & Johnson *A new concept in teacher collaboration* pp. 1123-140. Boston: Allyn & Bacon.

### Sample Manuscript for a Papers Submitted (>10 pages)

Running head: ABB. TITLE	1
Full Title	
Name	
Course	
University	

ABBREV. TITLE	2
Abstract	
The abstract is a single, unindented, double-spaced paragraph that summarizes the major ideas. The abstract should be between 150 and 250 words.	

ABBREV. TITLE	3
Full Title	
The introduction follows the title without a heading. Everything is double-spaced.	
<b>Heading</b>	
The text follows in regular paragraph format.	

ABBREV. TITLE	11
<b>Conclusion</b>	
The conclusion summarizes the main points and revisits the thesis.	

ABBREV. TITLE	12
References	

### Sample Manuscript for a Paper Submitted on Canvas (<10 pages)

Title	
The introduction continues without a heading. Everything is double spaced	
<b>Heading Level 1</b>	
The text follows in regular paragraph format.	
<b>Heading Level 2</b>	
Subsections can be organized using level 2 headings.	

	2
<b>Conclusion</b>	
Number your pages from the first page. Place the number in the upper right corner.	
<b>References</b>	
For short papers, reference can follow the conclusion on the same page.	