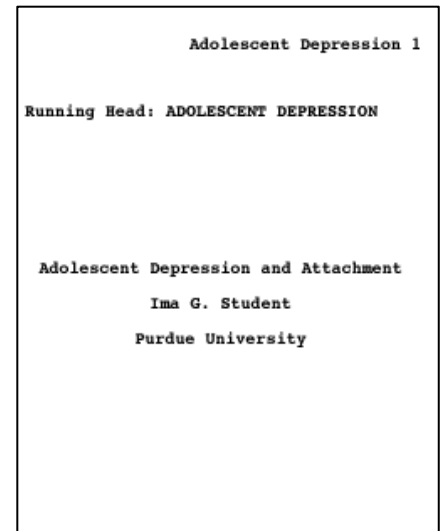


## Title Page

- ▶ Type the running head and page number at the top right
- ▶ Hit return several times, then type "Running Head:" flush left. After the colon type your running head
- ▶ Next, center the full title about halfway down the page
- ▶ Below the title, type your full name
- ▶ Below your name, type the name of the college or university



## Page Numbers

- ▶ At top right-hand corner, 1/2" from the top of the page, 1" from the right side
- ▶ Include a short version of the title (max. 50 characters)
- ▶ Skip five spaces and type the page number
- ▶ Begin page numbering on the title page

## First Page of Your Paper

- ▶ One inch margins on all sides
- ▶ Page number with running head (shortened title) at top right
- ▶ Full title of paper, centered 1 inch from the top of the page
- ▶ Double-space after the title and begin typing the text of your paper
- ▶ Entire paper, including headings, set-off quotations, and references list, should be double-spaced

## In-Text Citations

- ▶ After direct quotes, paraphrases, summaries, and any other material from a source, put a parenthetical citation
- ▶ Include the date of publication
  - Ex. As Briggs (1970) observed, parents play an important role in building their children's self-esteem because "children value themselves to the degree that they have been valued" (p. 14).
  - Ex. One study has found that only 68% of letters received by editors were actually published (Renfro, 1979).

## List of References

- ▶ Sources directly cited in your paper are placed on a page called *References*
- ▶ Sources you read as background but didn't use are placed on a *Bibliography* pg.
- ▶ Both pages are alphabetized by author's last name
- ▶ Sample Citations:

### BOOK BY ONE AUTHOR

Lightman, A. (1993). *Einstein's dreams*. New York: Warner Books.

### BOOK BY TWO OR MORE AUTHORS

Newcombe, F., & Ratcliffe, G. (1978). *Defining females: The nature of women in society*. New York: Wiley.

### SECTION IN A BOOK BY AN EDITOR

West, C. (1992). The postmodern crisis of the black intellectuals. In L. Grossberg, C. Nelson, & P. Treichler (Eds.), *Cultural studies* (pp. 689-705). New York: Routledge.

### ARTICLE IN A REFERENCE WORK

Ochs, E. (1989). *Language acquisition*. In *International encyclopedia of communications* (Vol. 2, pp. 390-393). New York: Oxford University Press.

### ARTICLE IN A JOURNAL

Maienza, J.G. (1986). The superintendency: Characteristics of access for men and women. *Educational Administration Quarterly*, 22(4), 59-79.

### ARTICLE IN A MAGAZINE

Gralla, P. (1994, April). How to enter cyberspace. *PC Computing*, 38, 60-62.

### WORLD WIDE WEB SITE

Bunch, C., & Frost, S. (1997). Women's human rights: An introduction. Retrieved August 20, 2001, from Rutgers University, Center for Women's Global Leadership Web Site: <http://www.cwgl.rutgers.edu/whr.html>

