

General Formatting Guidelines

Using APA Publication Manual Sixth Edition and SMC Template

The physical appearance of a scholarly manuscript can enhance or detract from it. A well prepared manuscript lends itself to being viewed as professional and scholarly. In contrast, mechanical flaws can create misinterpretation of content, be viewed as unprofessional and unscholarly, and result in a paper not accepted for publication. Formatting is vitally important, and besides proper grammar and punctuation, APA style is a universal standard for scientific papers.

The following guidelines address some basic formatting for a manuscripts, established by the American Psychological Association (APA) as published in the Publication Manual of the APA, Sixth Edition, second printing (2009). These guidelines provide a foundation; they do not include detailed guidelines. **It is the responsibility of each student to apply proper grammar, style, and precise APA formatting before submitting drafts to SMC's Review Boards.** Applying proper APA formatting from the very beginning of your manuscript writing will save you extensive time in the end. Additional References are included at the end of this guide. In addition to APA formatting, please follow the SMC template, keeping sections in the order presented in the template.

1. Font:

- Microsoft Word, Times New Roman 12 point font. Exception: tables and figure fonts can be smaller, but no smaller than 8 pt. and no larger than 14 pt.
- No colored font or underline should be used in APA papers. Boldface font should only be used for section headings, in tables and figures, and only in rare instances to highlight specific data. Italics are used sparingly in body of text.

2. Line Spacing: Double-space all text lines, even after every line in the title, headings, footnotes, quotations, references, and figure captions. Do NOT leave extra space after headings, at top of or bottom of pages. Single-spacing or one-and-a-half spacing is allowed in tables or figures and for notes for tables and figures..

3. Margins: Maintain uniform margins of at least 1 in. (2.54 cm) at the top, bottom, left and right of every page. The length of each typed line is a maximum of 6 ½ in. (16.51 cm) on all sides of every page. If you use 8½ x 11½ size paper, setting the margin width at 1 in. will automatically result in 6½ in. typed line spacing. If using a different paper size, set uniform margin widths to ensure a maximum of 6½ typed line.

4. **Align left margin (flush-left)**, leave the right margin uneven, or *ragged*. Do Not use justified paragraphing; do NOT use the hyphenation function to break words at the end of lines.
5. **Paragraphs:** Indent ½ inch to begin the first line of every paragraph. Exceptions include the abstract, block quotations (which apply to quotations over 40 words), titles and headings, table titles and notes, references and figure captions. Indent ½ inch to begin the second line of every reference.
6. **End of Sentence:** Space twice, after punctuation marks, at the end of a sentence.
7. **Title:** The title should summarize the main idea of the manuscript, concise state of main topic and identify variables or theoretical issues under investigation and relationship between them. APA 6th edition provides an example of a good title: Effect of Transformed Letters on Reading Speed. APA's recommended length **for a title is no more than 12 words. Avoid abbreviations in the title.**
8. **Headers:** Insert a Running Head in the header of each page. The Running Head is an abbreviation of the title of your dissertation (no more than 50 characters) or the first few words of your title. It is typed in all capital letters, is flush left, and the page number (using Arabic numbers beginning with page 1 on the title page) is flush right. The header should fit on a single line. On page 1 only, the title is preceded with: Running Head: (in upper and lower case letters). On subsequent pages, just the title in CAPS. In in the header. Page 2 is the Abstract page. See Example of the two different headers:

Running Head: ABBREVIATED TITLE OF DISSERTATION	1
ABBREVIATED TITLE OF DISSERTATION	2
9. **Title Page:** Follow instructions for title page form the SMC template. When transferring the SMC logo to your document, be sure it is reshaped to fit within your left side 1" margin. Place information within the SMC title page logo. The title is the first line(s); your name should include first name middle initial last name. Just be sure you use the same format on any future manuscript submitted for publication. This ensures your manuscript can be properly cross- referenced. Do NOT include any titles to your name. That is for indexing purposes.
10. **Headings:** Sound organizational structure of your documents is key to a clear, precise, and logical message. Headings organize ideas within a study. Concise headings help the reader anticipate key points and tracks development of your argument.

- Level 1 headings (chapter titles) are centered, 12 pt font, boldface, upper-case and lower-case letters, with important words beginning with uppercase. For example, **Table of Contents**.
 - The Abstract heading is the exception - center the heading but do NOT use boldface.
 - Level 1 headings also are used for broadest divide within the chapter.
 - Level 2 headings (or sub headings) are placed flush left, boldface, using uppercase and lowercase with important words beginning with uppercase.
 - Level 3 headings are indented 5 characters, boldface, using lower case lettering, and ending with a period. The text begins 2 spaces after the heading on the same line.
 - Level 4 headings are indented 5 spaces, boldface, italicized, using lowercase letters, and ending with a period. The text begins 2 spaces after the heading on the same line.
 - Avoid having only one subsection within any section, just as you would in an outline. You need to have at least 2 subheadings under any heading.
 - Begin on new page: all Chapters, all pretext sections, Reference section, and each Appendix.
 - **All headings are in 12 pt font**
 - **Do not precede headings with number or letters.**
 - **Do not use “Introduction” for a heading.** At beginning of any chapter, just start with text.
11. **Hanging Headings:** Avoid hanging headings. Be sure a heading is not alone on a page – keep it attached to the text below it. If there is not enough room for at least the first two lines of a paragraph after the heading, do a hard return to move the heading to the next page.
12. **Abstract:** The abstract should be a single paragraph. An abstract is a brief, comprehensive summary of your manuscript. According to APA Manual, “A well prepared abstract can be the most important single paragraph in a manuscript. By embedding key words in your abstract, you enhance the user’s ability to find it. The title is centered, uppercase and lower case letters, and is NOT bold. (This is the only heading not bold). The first line is flush left. At the bottom of the abstract, indented 5 spaces, using italics, type the word: *Keywords:* followed by key words extracted from your abstract. (do NOT italicize the words you include from your manuscript).
13. **Table of Contents:** The Table of Contents contains a guide to the contents of the whole report. It includes all headings and subheadings used in the report, exactly as they appear in the report and their corresponding page numbers. You can list Level 1 and 2 headings or more; just be consistent – if listing Level 3 headings in one chapter, list Level 3 headings for all chapters. It is easiest if you learn to create an automatic table (then make font or other changes as needed). This will enable you to create the table and update the table and page

numbers automatically. If added manually, be sure dot leaders are used and all page numbers must be aligned. (see below for sample Table of Contents)

Table of Contents

Abstract	2
List of Figures	8
List of Tables	9
List of Abbreviations	10
List of Appendices (if more than one appendix)	11
Dedication	12
Chapter 1: Overview (Level 1 Heading).....	Error! Bookmark not defined. 3
Problem Statement (Level 1 Heading).....	26
Purpose of Research (Level 1 Heading)	26
Level 2 Heading.....	28
Level 2 Heading.....	37
Chapter 2: Literature Review	48
Level 1 Heading	48
Level 1 Heading.....	101
Level 2 Heading.....	101
Level 2 Heading.....	101
References	115
Appendix (or Appendices).....	125

14. **List of Tables and List of Figures:** For figures, the word Figure and number is italicized (followed by a period) but title is NOT italicized. For tables, Table and number are NOT italicized, but the title IS. Do NOT italicize page numbers in List of Figures or Tables. Use Arabic numbers in title. When mentioning Table of Figure in text, identify it by its number.

List of Figures

<i>Figure 1. Research design</i>	86
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List of Tables

Table 1 <i>List of Composite Dependent Variable, Happiness & Groupings</i>	139
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15. Tables

- The title is placed **above** the table on two lines (see example below).
- The title must appear on the same page as the Table.
- All tables are referred to in text by number – but **do NOT use “above” or “below”** in the sentence
- No side borders; no text boxes; no vertical rule lines; only top & bottom border and horizontal line beneath table heading;
- Do not include scanned tables or otherwise copied from books in jpeg format – retype the table but still give credit to the reference.
- When adding a “*Note*” below a table or figure, italicize the word Note and add a period but do not italicize the text: e.g.: *Note*. The emphasis of.....
- All notes in following order, each begins flush left on new line
 - General note (qualifies, explains, provides information, and if reproduced from another source provides acknowledgements)
 - Specific note (refers to a particular column, row, or cell; indicated by superscript lowercase letters (e.g., ²*n* =25) [Example adapted form APA Manual])
 - Probability note (indicates how asterisks and other symbols are used to indicate *p* values and results of tests (**p* < .05. ** *p* < .01) [Example adapted from APA Manual])
- Every column has a column head
- All abbreviations should be explained in notes
- Be sure all comparable tables are consistent in presentation
- There are additional rules for formatting tables. Please refer to APA 6th edition manual or trusted internet sources for details on formatting.

Table 1

Title in Italics

Grade	<u>Females</u>		<u>Males</u>	
	With	Without	With	Without
3	250	200	280	230
4	330	300	100	100
5	350	200	100	100
Total	900	700	480	430

Note. General notes

^a Specific note

*Probability note (*p* value)

16. **Figures.** Common figures include: graphs, charts, maps, drawings, and photographs. For labeling Figures in the text – the title is placed below the figure on the same line as the figure number (see example below). **Notice a period follows the number**, and the title and reference must be on the same page as the figure. All figures are referred to in text.

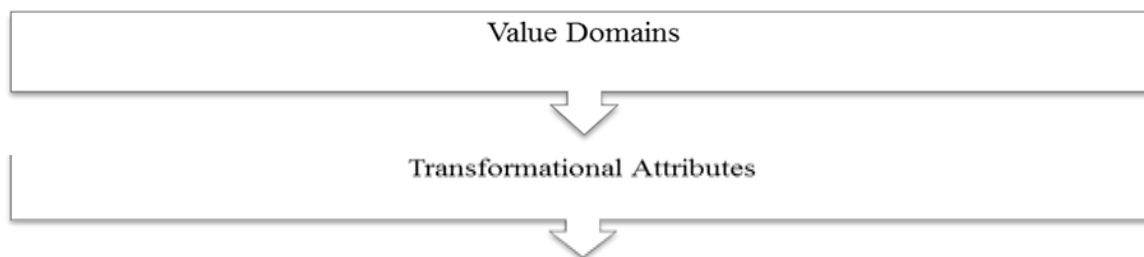


Figure 1. Value Domain Transformation Process. Adapted from “*Evaluating a Prevention Program*,” by E. M. Bartlow, 2012, *Small Business Review*, 22, p. 295. Copyright.....

- Permission must be obtained to reproduce or adapt material from a copyrighted source
- Enclose figures within a box (leave out title). Include information to clarify the figure, to make the figure understandable on its own without having to refer to text to decipher message. This is followed by: Adapted from....(which includes a complete reference.)
- When using a photograph of a person, obtain a signed release form that person to use the photograph. If you use a photograph from another source, obtain written permission for reuse from copyright holder and acknowledge the author and copyright holder in figure caption.
- You do not need to add source if you create the figure yourself representing your field data

17. Table and Figure Placement on Page:

- Whenever possible, keep a figure or table to a single page and do not extend past the page margins. You can move text around so the table fits on one page, but keep it relatively close to the text that refers to it. If table or figure is too large for a single page, it can run onto the next page. Preferably add “Table X continued on next page” and “Table X continued from previous page”.
- Do not allow tables or figures to extend past the 1” margins. You can reduce font size down to 8 pt. font; reduce size of table columns or rows; use a horizontal page orientation (be sure you insert a horizontal page orientation into the document so that the page heading and the top of the table or figure runs along the left side of paper). Figures / words still must be legible if size is reduced.
- Tables and figures must begin flush left – do not center either a table or figure.

18. Text Reference to Tables and Figures

- In the text, refer to all tables and figures by title: e.g., ...see Table 1. **Do NOT add “above” or “below”** in your text when referring to tables or figures (e.g., so not say ...see table 1 below).
- Capitalize Table and Figure when referring to specific table or figure within the text

19. Citations. Internal citations and references must be provided for all outside sources used, to avoid plagiarism. There are rules regarding how to list citations, and it varies depending on the reference and sequence of the citation. ALL citation reference must also be listed in the Reference Section. Please refer to APA 6th edition manual for details on citations. Some basic citation formats:

- Brown (2012); Brown and Smith (2010); Brown, Smith, and Black (2012)*
- (Brown, 2012; Brown & Smith, 2010; Carlisle, Stuart, & Taylor 2013)**
- *Use “and” outside of parentheses; use “&” within parentheses
- **When listing references, list is alphabetical order
- First citation of 3 or more authors MUST include all authors; subsequent listings may use et al. Author et al. (2010) or (Author et al., 2010)

20. Quotes:

- Quotes less than 40 words can remain in paragraph between quotation marks
- Quotes 40 words or more – use indented block format without quotation marks
- All reference quotations must be preceded by citation and ended with page number in parenthesis: bla bla bla (p. 34).

21. References: References are listed in a hanging indent format, meaning the first line of each reference is set flush left and subsequent lines are indented 5 characters. The format for how

to cite references varies based on the medium being cited. There are several different formats. Please refer to APA 6th edition manual for details on citing references – there are shy of 100 variations. Some common examples are provided below [taken from Publication Manual of the American Psychological Association, Sixth Edition]:

Book – Print Version:

Author, A. A. (2010). *Title of work with only first word capitalized*. Location:

Publisher [For location, if USA include city, state abbreviation; for all other countries include city, country abbreviation: Oak Ridge, CA: Sage or Paris, France: Blackwell Publishers]

Book – electronic version with digital object identifier (doi)

Author, A. A. (2010). *Title of work*. Retrieved from <http://www.xxxxxx>. [do not add a period after web site name]

Book – electronic version with digital object identifier

Author, A.A. (2010). *Title of work*. doi:xxxx [do not add a period at end of doi number]

Book – Print with edited print version:

Editor, A. A. (Ed). (2010). *Title of work*. Location: Publisher. Author, A. A., &

Chapter in Reference Book:

Author, B. B. (2010). Title of chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book*, (pp. xxx-xxx). Location: Publisher.

Periodical/Journal:

Author, A. (2009, July). Title of article. *Title of Periodical*, 4(1), 25-49.

doi:xx.xxxxxxxxx [4 = volume; (1) = issue; 25-49 = page numbers]

22. **Non English Reference:** When referencing non-English reference books, the title should be translated into English. The following example is taken from the APA Publication Manual, Sixth Edition:

Real academia Española. (2001). *Diccionario de la lengua española* [Dictionary of

The Spanish language] (22nd ed.). Madrid, Spain: Author.

23. **Appendices:** If document has only one appendix, label it Appendix (top, centered, bold). When you have only one appendix, give a title to the appendix, but you do not precede the title with a letter.

Appendix

Survey of Banks in Accra

- When multiple appendices are use, label this section Appendices (top, centered, bold). Then on the next line (centered, bold) precede the Appendix title (table, figure, or equation number) with capital letters (A, B, C.....) to distinguish all items in the Appendices from items within the text (i.e. tables, figures or equations).

Appendices

Appendix A

Surveys of Banks in Ghana

- Each appendix must have a title, and place each appendix in the order in which it is mentioned in the main text. Also, begin each appendix on a new page. In the text, refer to appendices by their labels:
.....results for both studies (see Appendix A for complete proofs)
- When a table or figure is included in the Appendix, precede the title with the appendix number in which it is included (e.g., Table A1) which will distinguish it from Table 1 found in the main text.

24. **Footnotes:** Please refrain from using footnotes.

Scholarly Writing, Grammar, Style

25. **Scholarly Writing:** There is much to say about scholarly writing, but essentially:

- Concise
- Orderly
- Good Grammar
- Give attribution where due
- High standard of academic thought and writing
- Follows universal format and style for scientific manuscripts

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26. **Third Person:** All papers are written in third person; Refer to yourself as the researcher.

27. **Grammar:** Grammar errors, misspelled or misused words; spacing between letters, words, and lines should be correct and consistent – remove all errors before presenting for review. Take extra care to proofread carefully to ensure grammar, spelling, and formatting is precise and *consistent*.

28. **Verb Tenses:**

- Use past when referring to published material [Brown (2010) determined...]
- If ongoing event, can use present perfect [since that time, investigators have used....]
- Use past then when describing your research conducted and results
- Use present tense to describe implications
- Use present tense in introductory and summary chapter paragraphs

29. **Style pointers:**

- Be sure your thoughts flow logically, with easily understood transitions
- For lists outside of a paragraph format use 1. 2. 3. or bullets. If within a sentence paragraph, use (a) (b) (c).
- Do not start sentences with “It”
- Use the term “study” or “research” when referring to your research; NOT thesis, dissertation, paper
- Use “that” when it is essential to the sentence and “which” when merely adding further information; and ALWAYS use a comma before the word “which”
- “While” – refers to simultaneous events
- Although – refers to “and” or “but”
- et al., = and others
- i.e., = that is
- e.g., = for example
- etc. = and so forth

30. **Length of Dissertations:** My best advice comes from the APA Publication Manual: the optimal length of a manuscript is the number of pages needed to communicate effectively the primary ideas of the study; lengthy writing can tend to obscure the main points. State points clearly and directly, confining your writing to the specific study. Consider how to eliminate or combine data displays, eliminate repetition across sections, and write in the active voice. Use a logical order in sentence and paragraph structure. Some faculty refer students to the M.E.A.L. plan, which is useful.

31. **Guidelines for printing hard copy of final clean copy:** At least 20# (75 gsm) weight white paper; either single sided or double sided but be sure title page is single sided; blank single sides front AND back page; hard bound cover – book format; the front cover and spine can remain blank or may include the title of your manuscript, your name and SMC University printed on it; traditional binding color is black.

Additional References

- You can purchase the APA formatting guide: American Psychological Association (2010) *Publication Manual of the American Psychological Association, Sixth Edition*.
- SMC offers an APA writing workshop.
- Several websites contain abbreviated lists of basis APA 6th edition guidelines, examples of APA formatting, and writing workshops. Examples include
www.apastyle.org/
<https://owl.english.purdue.edu/owl/section/2/10/>
http://www.bchs.edu/files/u41/6th_Edition_APA_Format_for_the_Essay.pdf
http://learners.ncu.edu/writingprogram/writing_center.aspx?menu_id=121
- Videos on APA 6th edition (for different MS Word versions) are available on YouTube.
- Contract with an APA editing service.