



APA Format Requirements for ETEC 601 Papers

Use these guidelines for all longer papers including the group project report. (You don't need to use this for the reading journal.)

1. All papers should be word processed, double-spaced, in 12-point Times Roman font, with one-inch margins on all sides.
2. Cover page – for class assignments, the APA style guide does not have a specific format. For ETEC 601, your cover page will include: your title with major words capitalized, centered on the page; your name and institution, and the page number (1) centered at the bottom.
3. Running head and page numbers – Use a few key words from your title as the start of each page, followed by the page number. This should be at the top right and must be at least 1 inch below the top. Allow approximately two spaces before the beginning of the text on the page.
4. Begin the first page with the main title, centered.
5. An abstract is not required for short class assignment papers.
6. Headings within the text are not required in a short paper. If you use them, pay close attention to APA formats for these.
7. Your paper is intended to be academic in style. Do not use first person (I or we), only third person. Do not add your personal opinions or recommendations. If you want to make a point, use examples from the literature to show the idea. [i.e., Wang (2005) reported that students who take distance education courses are often more stressed for time than those in traditional classes.] Back up any controversial point with citations.
8. Citations are expected and should be used frequently to justify your statements. Use appropriate APA citation style to credit the authors. Be very careful not to just change some words in an author's sentence so you are not guilty of plagiarism. All the words and sentences must be your own. Summarize don't paraphrase.
9. Quotations longer than 40 words are set off as block quotes. Shorter quotations use quotation marks within your text. Avoid using too many long quotations in a short paper.
10. Remember that data ARE plural. Papers should be proofread and spell checked carefully to ensure a professional level submission.

11. References start on a new page with heading (References) and are in APA style.
May be single spaced within, double spaced between entries, and must be hanging indent.

You may find the following reference useful for writing class papers, but remember that only the APA manual is the correct version!

http://www.tii.se/v4m/nodem/nw_06/papers/apa_style_guide.pdf