

## INTRODUCTION

Successful college careers are marked by one's ability to write effectively. This is especially true in the Behavioral Sciences where the communication of ideas through the written word is a foundational skill to which almost all other professional capabilities are linked. Consequently, the faculty of the MNU Behavioral Sciences Division is committed to each student's success in the area of effective writing.

You will receive diverse writing assignments during your time in the Behavioral Sciences Division. Each course utilizes various writing projects to most effectively stimulate your learning and communicate the appropriate knowledge content. While each of these assignments may be unique, all writing assignments for classes housed in the Behavioral Sciences Division will adhere to the structural writing requirements of the American Psychological Association (APA). More commonly referred to as *APA style*, this form of writing is standard procedure in the professional world of psychology, sociology, criminal justice, and many other disciplines. The complete style is outlined in the fifth edition of the *Publication Manual of the American Psychological Association* (APA, 2001). You may purchase this manual from the APA (please go to the following URL: <http://www.apa.org/books/4200060.html>) or you can find copies in the MNU library reference section. In addition to these resources this manual will outline the basic nuts and bolts of APA style which you may use as a guide for your paper. If you have questions after using this summary please see your instructor or the complete APA Publication Manual.

## GENERAL PAPER GUIDELINES

1. **Title Page:** All submitted papers should have a Title Page consisting of the following information:
  - a. Title of paper.
  - b. Author(s) name.
  - c. Institutional affiliation (i.e., MidAmerica Nazarene University).
  - d. Running Head (an abbreviated title of no more than 50 characters placed at the top of the title page flushed to the left margin).
  - e. Page number (page numbers start on the title page and are placed in the upper right hand corner).
2. **Margins:** There is to be a uniform 1 inch margin on the sides and at the top and bottom of the paper. This is the default setting for most word processing programs.
3. **Spacing:** Double spacing is to be used in all parts of the paper including references and block quotations.
4. **Typeface:** You are to use a standardized typeface such as 12-pt Times Roman or Times New Roman, or 12-pt Courier.
5. **Manuscript Order:** Title Page; Abstract; Body of paper (text); References; Appendixes; Footnotes; Tables; Figures. (you may not have all of these elements in each paper – most papers will have a Title Page, Abstract, Body, and References).
6. **Page Numbers:** Your paper must have page numbers. Page numbers are placed in the upper right hand corner of each page including the Title Page and Abstract. The page number should be 1 inch from the right edge of the paper in the space between

the top of the page and the first line on the page.

7. **Page Headers:** Each page, including the title page, should have two to three words of the title in the header. These words are to be placed in the upper right had corner of the page about 5 space from the page number. This page header is not the same as the Running Head, which is placed only on the Title Page. Please see APA style manual for further explanation.
8. **Paragraphs and Indentations:** Indent the first line of every paragraph 5-7 spaces.
9. **Headings:** APA style uses from one to five levels of headings. For most undergraduate papers you will only need three different levels of headings. The levels are as follows:

Centered Uppercase and Lowercase Heading

*Flush Left, Italicized, Uppercase and Lowercase Side Heading*

*Indented, italicized, lowercase paragraph heading ending with a period.*

## QUOTATIONS

1. **Short quotations:** Quotes fewer than 40 words are incorporated into the text of the paper and enclosed within quotation marks (“ ”). For example:

Emmanuel Ghent (2002) points out, “there is no such thing as a relational theory, but there is such a thing as a relational point of view, a relational way of thinking, a relational sensibility. . .” (p.7). While this allows the possibility of a broad integrative exercise. . .

2. **Long quotations:** Quotes 40 words or more are placed in a block which is indented (5-7 spaces) and double spaced. Do not use quotation marks. For example:

Even philosophers write about the difficulty of being relationally connected when modern society embraces authentic self-interest as a legitimate moral achievement. Taylor (1991) writes:

It’s not just that people sacrifice their love relationships and the care of their children to pursue careers. . . The point is that today many people feel called to do this, feel they ought to do this, feel their lives would be somehow wasted or unfulfilled if they didn’t do it. (p.17)

More specifically, over the past several years psychologists & psychoanalysts interested in relational perspectives have made numerous theoretical advances regarding the dynamics of intimacy.

## REFERENCE PAGE

All papers that use external sources as a reference should include a reference page. The reference page is always placed after the body of the paper and with the heading: **References**; centered on the first line of the page. Specific references are then listed alphabetically using various formats depending on the type of reference. The first line of a reference is flush to the left with subsequent lines indented 5-7 spaces. References are double spaced. The examples listed below are not exhaustive. If the type of reference you are citing does not fall within the parameters of the examples listed below you should seek guidance from the APA Style Manual pages 240-281. Following are typical examples:

1. **Book Reference (one author):**

Lasch, C. (1979). *The culture of narcissism: American life in an age of diminishing expectations*. New York: W.W. Norton.

2. **Book Reference (two or more authors):**

Stolorow, R. D., Brandchaft, B., & Atwood, G. E. (1987). *Psychoanalytic treatment: An intersubjective approach*. Hillsdale, NJ: Analytic Press.

3. **Edited Book:**

Barstow, A.D., & Jones, P. S. (Eds.). (2003). *The economic indicators of democratic reform*. New York: Greenman Press.

4. **Chapter in an Edited Book:**

Mischel, W., & Ayduk, O. (2004). Willpower in a cognitive-affective processing system. In R. F. Baumeister & K.D. Vohs (Eds.), *Handbook of self-regulation: Research, theory and applications* (pp. 99-129). New York: Guilford.

5. **Journal Article (one author):**

Higgins, E. T. (1997). Beyond pleasure and pain. *American Psychologist*, 52, 1280-1300.

6. **Journal Article (two authors, paginated by issue):**

Jones, J. W. & Williams, R.W. (2001). The experience of the Holy: A relational psychoanalytic analysis. *Pastoral Psychology*, 55(2), 153-164.

7. **Electronic Media:** The Internet is a vast source of information. Some of the

material is excellent while other material is of dubious quality. As with all media you should exercise caution when citing Internet sources as authoritative. It is the general preference of the Behavioral Science Faculty that you only use Internet sources where the site name is clearly available and the author or organization responsible for the content can be identified. The APA also stipulates the following guidelines:

- a. You should direct readers as closely as possible to the information being cited, therefore you should reference specific pages rather than web sites or home pages.
- b. Provide Internet addresses that work.

In addition, due to the recent controversies regarding unregulated data sources we are asking students to be very careful about using Internet sources as the sole base from which they draw information. Also, until further security and regulation is in place we have deemed the Wikipedia.com web site as an inappropriate source for citation within an academic paper. Given that there is a vast difference in Internet sources you should be very careful to review the appropriate guidelines within the APA Style Manual. We provide one example below of an online newsletter:

Ghent, E. (2002). Relations: Introduction to the first IARPP conference. *IARPP*

*eNews*, 1(1), 7-9. Retrieved February 25, 2005, from International

Association for Relational Psychotherapy and Psychoanalysis Web Site:

<http://www.iarpp.org/html/resources/newsletter.cfm>

## REFERENCE CITATION WITHIN THE TEXT

Whenever you use a source to obtain information for a paper you must cite the source within the body or text of your paper. APA style does not contain a Bibliography so the only sources you are to cite are the ones that are significant to your paper and present in the Reference page of the paper. As a general rule, plagiarism is avoided by crediting sources for their contribution to your paper. Direct quotations are an obvious place to cite sources; however, APA style requires that even when you restate, or paraphrase a concept, idea, or statistic from an external source, you must cite the source of this information. The referencing style is not cumbersome and follows the author – date format. For example, citing a single source can be accomplished in a variety of ways:

Waller (2002) believes that the social psychological influences on ordinary citizens make many people vulnerable to committing heinous acts of genocide.

Notice that the author is identified by the last name and the year of the publication is placed in parentheses. Another way to state the same idea is as follows:

People are vulnerable to certain social psychological influences that make ordinary citizens vulnerable to committing acts of genocide (Waller, 2002).

As you can see the same concept is communicated in a different format – this time the author and the date are in parentheses separated by a comma. Another example is:

In a recent study, Waller (2000) explained the social psychological influences that make ordinary citizens vulnerable to committing acts of genocide.

When the paper cites a source with two authors the reference citation simply adds the last name of the other author, and repeats both names every time the source is cited. For example:

In a recent study, Waller and Jones (2000) explained the social psychological influences that make ordinary citizens vulnerable to committing acts of genocide.

When there are three or more authors, all names of the authors are cited in the first citation and in subsequent citations only the first author's name is cited followed by et.al. Example:

First citation:

People are vulnerable to certain social psychological influences that make ordinary citizens

Subsequent citations:

People are vulnerable to certain social psychological influences that make ordinary citizens vulnerable to committing acts of genocide (Waller, et.al., 2002).

When using direct quotes you must add the page number of the direct quote along with the author-date citation. For example:

Waller and Jones (2000) state: “In our search for an explanation of the origins of extraordinary human evil, it is vital that we recognize our interdependence” (p. 10).

In general, your use of citations within the text should be sufficient but not overly done. For example – if you are referencing several ideas of a source within a paragraph it is not necessary to cite the source more than once per paragraph unless you introduce a different source and want to clarify which source you are citing. Also, unlike MLA, do not put page numbers of sources in the citation unless you are using direct quotes.