

Center for Information Media

Style Sheet

Substance

All theses, starred papers, portfolios, and class papers and projects produced for Center for Information Media (CIM) graduate courses and programs must conform to acceptable professional standards. (See, for example, Chapters 5 and 6 of the *Publication Manual of the American Psychological Association*, 5th edition.) Academic projects must present original work that is substantive, scholarly, and clearly articulated. Students should scrupulously avoid purposeful or inadvertent fabrication, fraud, plagiarism, or other forms of scholarly misconduct.

Style

All work should conform to the stylistic requirements laid out in *A Manual for the Preparation of Field Studies, Theses, Creative Works, or Starred Paper(s)* (available at the Husky Bookstore) as summarized in this handout. Information concerning theses, starred papers and creative works is also available online at <http://www.stcloudstate.edu/graduatestudies/current/project.asp>

1. Basic layout

- Margins 1" on top, bottom, right; 1.5" on left; appendices have same margins
- Font Times New Roman or Palatino; font consistent throughout
- Point size: 12
- Spacing Double
- Justification Left
- Pagination Bottom centered within margins for first page of paper and first page of each chapter, references, appendices in extensive papers, upper right corner within 1" top and side margins on all other pages, same font as paper's text

- Title page See samples in this handout
- Reference page See sample in this handout
- Binding Stapled, ring-binder as appropriate for class papers and projects
Ring-binder for portfolios
No binding for theses or starred papers

2. Documentation

All written work should conform to the documentation requirements laid out in the 5th edition of the *Publication Manual of the American Psychological Association (PMAPA)*. Please pay careful attention to use of capitalization, punctuation, quotation marks and p. or pp. Page numbers listed in the following examples are in reference to the *PMAPA*.

3. Reference citations in text (see pp. 207ff for variations)

When indicating the author in the flow of the text, include the date parenthetically directly after the author's name.

There are such anomalies, although Dirkson (1988) disavows them.

When paraphrasing the text of the author, parenthetically note the author and date immediately after the complete thought. Period is placed after the parentheses.

No one could accept the zoologist's final assessment (Wilson, 1997).

When directly quoting another's words (see p. 118), cite the page number as well. For short quotes, the period is placed after the parentheses containing the date.

Kurzweil (1999) concludes "the fate of the universe is a decision . . . yet to be made" (p. 260).

Note: quotes longer than 40 words are double spaced (single space is acceptable per Graduate Studies Manual) and indented 1/2 inch from the left margin, consistent with paragraph indentations. Page number(s) are placed in parentheses the same as for short quotes, but placed after the period of the last sentence.

4. Reference List (See pp. 215ff)

All of the works that you directly quote or paraphrase when you produce your papers should be included in the reference list, which appears at the end of the paper. Do *not* include works that you read, but to which you do not refer in the text. Arrange the list alphabetically by author. If there is more than one work by the same author arrange them chronologically. Double space entries (single space is acceptable per Graduate Studies Manual). Note the following:

- for author's first and middle names, use only initials
- for article title, capitalize only the first letter of the title and the first letter following a colon and other proper nouns
- for journal title (scholarly or refereed publications), capitalize first, last, and other important words; italicize journal title and the volume number
- for book title, capitalize only the first letter and the first letter following a colon and other proper nouns
- for Internet article based on a print source, follow the format for journals but add [Electronic version] after the article title
- for article in an Internet-only journal, add retrieval date and source (see pp. 268ff and current guidelines on the APA website: <http://www.apastyle.org/elecref.html>)
- for electronic copy of a journal article retrieved from a database, add Retrieved *date* from *database* after the page numbers
- for email and chat, follow guidelines for personal communication, i.e. M. E. Smith, (personal communication, October 5, 2003), do *not* include in reference list (see p. 214)

Journal (no issue #): Sanson, R. M., & Jollo, Z. Z. (1995). Gargantuan stiles of Scotland.
(pp. 240ff)
Archeological Documentation Journal, 45, 234-256.

Journal (w/issue #): Minkel, W. (2002). Making every librarian a leader. The future of the
profession. Part 2. *School Library Journal*, 48(10), 46-49.

Magazine: Gandolf, C. V. (1988, March 14). Philosophical frivolities for
(p. 241)
children. *Essays on Unusual Topics*, 12, 126-129.

Book: Linli, O. P., & Tungsten, R. (1967). *The exceptional American school*
(pp. 248ff)
environment. Muncie, IN: Garage Sale Books.

ERIC document (ED): Finley, D. (1994). *How to teach a genius: Practice makes perfect*.
(p. 257)
Chicago: Teach Well Institute. (ERIC Document Reproduction
Service No. ED 401345)

Internet article based on print source: Knapp, S., & Doe, J. (2001). Role of reference materials in the SLMC
(pp. 271ff)
[Electronic version]. *Journal of Reference*, 5, 110-112.

Internet-only journal:
(p. 272)

Olson, M. (2000). Best practices for teachers. *Prevention & Treatment*,
3, Article 0001 Retrieved January 12, 2002, from
<http://www.olson.freenet.com/best.htm>

Article retrieved from
Electronic database
(pp. 278ff)

Gold, S. (2005). A tale of two libraries. *Technology & Learning*, 26 (3), 28.
Retrieved October 10, 2005, from PsycARTICLES database.

5. Frequent errors

Certain stylistic and grammatical mistakes turn up frequently in student and scholarly materials. Try to avoid the following by carefully editing what you write or by showing your work to someone whose writing you respect. The university offers the services of the Writing Center (<http://www.stcloudstate.edu/writeplace/>) to all students free of charge.

- Conceptual and linguistic repetition
- Awkward constructions
- Choppy sentences
- Wrong words (be especially conscious of the correct usage of while/although, which/that, as/since, that/who, alternate/alternative, its/it's, to/too, there/their, affect/effect, advice/advise)
- Short paragraphs consisting of only one or two sentences
- Incorrect punctuation
- Lack of italics for book and journal titles
- Misuse of apostrophe
- Misuse of capitals
- Avoid colloquialisms, slang, and contractions
- Misuse of ellipses (three periods preceded, separated, and followed by a space to indicate omitted word or words in a quotation)
- Lack of agreement (between a pronoun and antecedent, subject and verb)

Consult the APA Publication Manual, 5th ed. for further guidance.

Use this title page format for papers 500 words and longer completed in CIM courses

Top margin: 2"

TECHNOLOGY: INTEGRATION, PREDICTION,

APPLICATIONS, AND CONCERNS

1"

Title: inverted pyramid form with top line longer than second line; all caps.

by

Rodger B. Smith

B.A., University of Rhode Island, 1995

Center and double space all information on title page

1"

A paper

Submitted to [instructor]

Right and bottom margins: 1"

of

Left margin: 1.5"

the Center for Information Media

St. Cloud State University

in Partial Fulfillment of the Requirements

for

IM [course #]

.75"

St. Cloud, Minnesota

Month, Year

No page number on title page

Use this title page format for plan A, B, and C papers

Top margin: 2"

ANOKA PUBLIC SCHOOLS PERSONNEL GROUPS' PERCEPTIONS OF A
SUCCESSFUL INFORMATION MEDIA PROGRAM

1"

Title: inverted pyramid form with top line longer than second line; all caps.

by

Marilyn C. Jones

B.S., University of Maine, 1994

1"

Center and double space all information on title page

A [Thesis, Starred Paper, or Portfolio]

Submitted to the Graduate Faculty

Right and bottom margins: 1"

of

St. Cloud State University

in Partial Fulfillment of the Requirements

for the Degree

Master of Science

.75"

St. Cloud, Minnesota

[Month, Year]

No page number on title page

title begins 2" from top edge,
centered within margins

REFERENCES

triple space before first entry

Alison, J. (1987). *Why we run: A marathoner's confession*. San Francisco: Speedy Books.

Cranmoor, G. A. (1999). The gain is in the pain. *Sports World Today*, 12, 117-125.

Retrieved January 4, 2002, from InfoTrac Web (Expanded Academic Index) on-line database.

hanging indentation for lines after first

Dendrot, W. W. (2000a). *Broken hearts: An empirical study for cardiologists*. New York: Medical Practices Press.

double space entries

Dendrot, W. W. (2000b). A new perspective on smoking. *Tangential Commentaries on Life*, 45, 344-347.

double space between entries

Hunison, L. B. (2000). *Chronic health care in America*. Retrieved January 12, 2000, from <http://www.climbon.org/~hunison/index.html>

Web citation, no period after url

Maders, O. (1998). *The rules of the game are meaningless: A final report*. Los Angeles: National Center for Research. (ERIC Document Reproduction Service No. ED 345988)

ERIC document (ED) format, no period after parentheses

Sturgeon, F. V. (1998, January 4). Heart healthy exercises and diet. *The Daily Gazette*, pp. B5, B7-B8.

Sturgeon, F. V., & Butter, K. (1991). *How to stay young eternally*. Tulsa, OK: Running Scared Press.

Include page number(s) on references page(s);
page numbers should all be in same font as paper

1.5" margin on left