

# Information Media Style Sheet

## Substance

All theses, starred papers, portfolios, and class papers and projects produced for Information Media graduate courses and programs must conform to acceptable professional standards. (See, for example, Chapters 2 and 3 of the *Publication Manual of the American Psychological Association*, 6th 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)* as summarized in this handout. PDF downloads and information concerning theses, starred papers, and creative works are available at <http://www.stcloudstate.edu/graduatestudies/current/culmProject/>

### 1. Basic layout

- Margins 1" on all four sides; appendices have same margins
- Font Times New Roman is the preferred font for the IM department
- 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 6<sup>th</sup> 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. 169ff 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 pp. 170-171), 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 for thesis, starred papers and portfolios, 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. 169ff)

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 for thesis, starred papers and portfolios, per Graduate Studies Manual). The 6<sup>th</sup> edition emphasizes the use of the digital object identifier (DOI), if it is available. Note the following:

- for author's first and middle names, use only initials
- for article title, capitalize the first letter of the title, 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 journal articles, use DOI if one is assigned for print and electronic sources. If a DOI is not available state "Retrieved from" and give the home page URL of the journal, not the database. No retrieval date or database name is needed. DOIs are typically found on the first page of an electronic journal article, near the copyright notice. DOIs are also used for books and reports.
- for journal articles retrieved from a database, follow the format for journal articles above. (see p. 192)
- for Internet article based on a print source, follow the format for journal articles.
- for article in an Internet-only journal, follow the format for journal articles.
- 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. 179)
- for Internet message boards, electronic mailing lists, and other online communities, place description of form in brackets after title of post, e.g. [Online forum comment], [Web log post], [Video file], [Electronic mailing list message] (see p. 214-215)
- for ERIC documents, use "Retrieved from <http://eric.ed.gov/>" unless you are listing an informally published or self-archived work. That example would require "Retrieved from ERIC database. (ED123456)"(see pp. 204, 212)
- Do not include retrieval dates unless the source material may change over time (e.g., Wikis).
- for URLs, do not add a period after URL, and if you need to break URLs across lines break it before most punctuation except <http://> (see p. 192)

Journal (with DOI): Miller, J.S. (2010). Zoning the past: Brokers, Babbitts, and the memory work (p. 198)  
of commercial real estate. *Journal of American Studies*, 44 (2), 287-311. doi: 10.1017/S0021875809990764

Journal (without DOI): Metz, R. (2010). Coaching in the library. *American Libraries*. 41 (3). 34-37. (p. 199)  
Retrieved from <http://web.ebscohost.com/ehost/pdfviewer/pdfviewer?hid=18&sid=b761a868-d4cd-49f1-abaa59dba6493766%40sessionmgr10&vid=8>

Book (no DOI available): Linli, O. P., & Tungsten, R. (1967). *The exceptional American school* (pp. 202-205)  
*environment*. Muncie, IN: Garage Sale Books.

ERIC document (ED):  
(pp. 204, 212)

Finley, D. (1994). *How to teach a genius: Practice makes perfect*.

Chicago: Teach Well Institute. Retrieved from <http://eric.ed.gov/>

### 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.

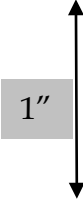
- Conceptual and linguistic repetition
- Awkward constructions
- Choppy sentences
- Wrong words (be especially conscious of the correct usage of while/although, which/that, as/since, that/who, alternate/alternative, its/it's, to/too, there/their, affect/effect, advice/advise)
- Short paragraphs consisting 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 Publication Manual of the American Psychological Association, 6<sup>th</sup> ed. for further guidance.

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

Top margin: 2"

TECHNOLOGY: INTEGRATION, PREDICTION,  
APPLICATIONS, AND CONCERNS



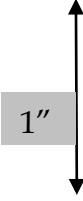
Title: inverted pyramid form with top line longer than second line; all caps.

by

Rodger B. Smith

B.A., University of Rhode Island, 1995

Center and double space all information on title page



A paper

Submitted to [instructor]

Right and bottom margins: 1"

of the

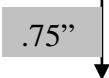
Information Media Department

St. Cloud State University

in Partial Fulfillment of the Requirements

for

IM [course #]



St. Cloud, Minnesota

Month, Year

Left margin: 1.5"

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

Center and double space all information on title page

B.S., University of Maine, 1994

1"

A [Thesis, Starred Paper, or Portfolio]

Right and bottom margins: 1"

Submitted to the Graduate Faculty

of

St. Cloud State University

Left margin: 1.5"

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

double space entries

triple space before first entry

Alison, J. (1987). *Why we run: A marathoner's confession*. doi:10.1221/0789498391

Cuttle, L., Kempf, M., Liu, P., Kravchuk, O., & Kimble, R. (2010). The optimal duration and delay of first aid treatment for deep partial thickness burn injuries. *Burns* 36(5), 673-679. doi:10.1016/j.burns.2009.08.002

DOI listed when available

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

hanging indentation for lines after first

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 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. Retrieved from ERIC database. (ED345988)

ERIC document (ED) format for informally published or self-archived work, no period after parentheses

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

Book with no DOI

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

1.5" margin on left

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