

Standards for Papers



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**Department of Human Ecology
2013-2014**

Youngstown
STATE UNIVERSITY

Standards for Papers

2013-2014

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Disclaimer: The information presented in this document serves as a guide to departmental writing standards and appropriate APA style (6th ed.). However, students should always consult their instructor for specific requirements for any written assignment.

Standards for Writing Papers in the Department of Human Ecology

Unless the course instructor requires another style, papers written for courses in the Department of Human Ecology should be documented with *American Psychological Association* (APA) style (6th ed.). Scientific publications used by the Food and Nutrition programs are referenced using the *American Medical Association (AMA) Manual of Style* guidelines and student papers completed for those courses should follow AMA style. The information presented here serves as a guide for writing papers in the Department of Human Ecology. All assignments should be typewritten. If you do not have access to a computer, a lab is available in Cushwa Hall for students taking courses in the Bitonte College of Health and Human Services. Other computer labs are available around campus for use with a valid YSU identification card. For a complete overview of APA style, refer to the sixth edition of the *Publication Manual* (2010).

Academic Honesty

Academic Dishonesty and Plagiarism

“Academic honesty is essential to the educational process and serves to protect the integrity of the University community” (Youngstown State University [YSU], 2011, p. 30). Students are responsible for maintaining high standards of honesty and ethical practice. Cheating, plagiarism, and other forms of academic dishonesty are serious violations of University policy.

Students who engage in dishonesty in any form on examinations, papers, and course assignments, or who illegally possess examinations may be charged with academic dishonesty. Furthermore, students shall not submit the work of someone else as their own or utilize ideas taken from other sources without properly citing the source. In addition, work completed in one course that is submitted in another course may constitute academic dishonesty. Students should consult with the faculty member if they are not sure what may constitute academic dishonesty. (YSU, 2011, p. 30)

“Plagiarism is a form of academic dishonesty that involves taking the words, ideas, creations, or research of other persons and putting them forward as your own. Using the work of others without appropriate citation is intellectual theft and a violation of the *YSU Code of Student Rights, Responsibilities, and Conduct*” (YSU, 2013, p. 23). Some examples of plagiarism include copying or buying material from any source (e.g., Internet, classmates, etc.), presenting others’ ideas as your own, and/or using others’ words with only slight modification (YSU, 2013). Penalties for academic dishonesty and plagiarism may include a warning, receiving an F grade for the assignment or the entire course, etc. (YSU, 2011).

Documentation

Students sometimes inadvertently commit plagiarism because they do not document their papers correctly. It is not plagiarism to quote from a source if you enclose the materials in quotation marks and correctly identify the source in the text. When using another person’s ideas within your paper you must document the source(s). **References that are cited in text must also be cited in the reference list, with one exception.** Information used from personal communication (e. g., interview) must be documented only in text and does not have to be cited in the reference list. Likewise, sources cited on the reference list must also be cited in text (*Publication Manual*, 2010).

Online Citation Generators

Use extreme caution when using online citation generators (e.g., *Son of Citation Machine*, *BibMe*, *KnightCite*, *RefWorks*, etc.). Most are not reliable and contain a number of inaccuracies. Therefore, it is best for students to follow the guidelines and examples provided throughout this document when citing references in papers.

Paper Format

Cover Page

Unless instructed otherwise, the cover page should include the running head, title of paper, your name, the course number and title, university affiliation, and date (See Appendix: Sample Paper, p. 9 for a sample cover page).

Headings

Papers of five pages or longer should use headings to organize ideas and help guide the reader. Student papers rarely need more than three levels of heading. If you use three or fewer levels of headings within the paper, the first level of heading should be centered, boldface and use both uppercase and lowercase letters with main words capitalized. To further subdivide the paper, use flush left, boldface, uppercase and lowercase subheadings. If you need to create a third level of heading, use indented, boldface, lowercase subheadings at the beginning of the paragraph, followed by a period. Remember that a division of the paper should have at least two subheadings or none at all (See Appendix: Sample Paper, pp.10-11 for sample headings and subheadings).

Paper Submission Checklist



Did you...?

- Type the paper
- Print the paper in **black ink** on white paper
- Double space the paper
- Set the paper margins to one-inch
- Use MS WORD 12-pt Times New Roman Font, 10-pt Arial Font, or 10-pt Calibri Font
- Include a cover page with a running head, the paper title, your name, the course number/title, university affiliation, and date
- Bold** all headings and subheadings
- Indent the first line of each paragraph
- Number pages in the upper right-hand corner and include manuscript head in the upper left-hand corner
- Staple or paper clip the paper in the upper left-hand corner (based on your instructor's guidelines)
- Document sources throughout the paper using the **Publication Manual of the American Psychological Association (6th ed.)**

APA Guidelines for Reference List

****See Appendix A: Sample Paper, p. 12 for a sample reference page.**

- References cited in the text must appear in the reference list except for personal communications; each entry in the reference list must be cited in the text.
- The reference page should be headed **References**, centered at the top of the page.
- The reference list should be double spaced and each entry should use a hanging paragraph indent.
- Arrange all entries in alphabetical order by the last name of the first author. If there is no author, alphabetize by the first meaningful word in the title.
- Each entry should contain the **facts of publication** necessary to create a citation.
 - Facts of publication for a book include author, date, title, place of publication and publisher.
 - Facts of publication for a journal include author, date, article title, periodical title, volume number, issue number (if relevant), page numbers, and digital object identifier (DOI), if one

has been assigned to the journal article. See *Appendix B: DOI Flowchart, p.14 for more information on using DOIs.*

- Facts of publication for an electronic document include author, date, title, and URL (i.e., Internet address).
- Titles of books and articles are not capitalized except the first word, proper nouns, and first word after punctuation (e.g., colon, question mark, exclamation point, etc.).
- When two or more works are by the same author, arrange the references by the year, with the earliest date first.
- When two or more works are by the same author, and have the same publication dates, arrange the references in alphabetical order by the first word of the title.

Publisher's Location

Provide the location of the publisher, for books, reports, brochures, and other publications that are not periodicals. Include the city name and state abbreviation for all locations, including major cities (e.g., New York, NY; Boston, MA; San Francisco, CA). Abbreviations in the reference list for states should follow the U.S. postal two-letter abbreviation.

Abbreviations

Abbreviations in the reference list for parts of books and other publications include:

ed.	edition	p. (pp.)	page (pages)
Ed. (Eds.)	Editor (Editors)	Part	Pt.
n.d.	no date	Rev. ed.	revised edition
No.	number	2nd ed.	second edition

APA Reference List Examples

The following examples are for common reference citations. For additional information on other types of sources, review pages 193-224 of the sixth edition of the *Publication Manual* (2010).

Journal article with DOI, one author

****Reference citations for journal articles now include the digital object identifier (DOI).**

Masuy, A. J. (2009). Effect of caring for an older person on women's lifetime participation in work. *Ageing & Society, 29*, 745-763. doi:10.1017.S0144686X08008180

Journal article with DOI, two to seven authors

****When the reference has up to seven authors, list all authors' names in the reference list.**

Corrigall, E. A., & Konrad, A. M. (2007). Gender role attitudes and careers: A longitudinal study. *Sex Roles, 56*, 847-855. doi:10.1007/s11190-007-9242-0

Journal article with DOI, more than seven authors

****When the reference has more than seven authors, list the first six authors by surname, followed by three spaced ellipsis points (. . .); then list the last author.**

Perrucci, R., MacDermid, S., King, E., Tang, C.-Y., Brimeyer, T., Ramadoss, K., . . .Swanberg, J. (2007). The significance of shift work: Current status and future directions. *Journal of Family and Economic Issues, 28*, 600-617. doi:10.1007/s10834-007-9078-3

Journal article without DOI (when DOI is not available)

****If the DOI is not available and the reference was retrieved online, provide the URL of the journal home page. No retrieval date is needed.**

- Hall, S. S. (2009). Parental influences on daughters' heterosexual relationship socialization: Attachment style and disposition toward marriage. *Family Science Review*, 14(2), 1-17. Retrieved from http://www.familyscienceassociation.org/FSR14_2_2009.php
- Hollist, C. S., & Miller, R. B. (2005). Perceptions of attachment style and marital quality in midlife marriage. *Family Relations*, 54, 46-57.

Entire book (print version)

Milardo, R. M. (2010). *The forgotten kin: Aunts and uncles*. New York, NY: Cambridge University Press.

Book chapter (print version)

Christensen, P. M. (1999). Toward a comprehensive work/life strategy. In S. Parasuraman & J. H. Greenhaus (Eds.). *Integrating work and family: Changes and choices for a changing world* (pp. 25-37). Westport, CT: Praeger.

Electronic Source

****No retrieval date is needed. Citations for electronic sources DO NOT end with a period.**

U.S. Census Bureau. (2009). *Families and living arrangements*. Retrieved from <http://www.census.gov/population/www/socdemo/hh-fam.html>

APA Reference List Checklist



Did you...?

- Place the bolded heading **References** centered above list of sources cited
- Double space each line of the references
- Use hanging indents
- Arrange items in alphabetical order by the last name of the first author
- Provide the author's last name first, followed by initials of the first and middle names
- Separate multiple authors' names with a comma and use the ampersand (&) before the last author, preceded by a comma
- Include the date of publication in parentheses
- Italicize* book titles, journal titles, and volume numbers
- Capitalize only the first word, proper nouns and adjectives, and the first word after punctuation in the titles of books, articles, and book chapters
- Provide the city name and two-letter state abbreviation when citing the place of publication
- Provide the inclusive page numbers for journal articles
- Include the issue number if the journal is paginated by issue (each issue begins with page 1)
- Include the DOI for a journal article if available (no period after DOI number)

APA Guidelines for Citations in Text

Using Sources In-Text

Citations in the text link the material in the paper with the complete bibliographic information on the reference page. The text citation **must match exactly** to the beginning of the reference page entry. Avoid over-reliance on direct quotations. Paraphrasing is often the best way to incorporate the ideas into the context of your paper. Use direct quotations only when paraphrasing would be less effective in making the point. Whether you quote directly or paraphrase, you must indicate the source of the material.

Examples of In-Text Citations for Paraphrasing (*at the beginning and at the end of a sentence*)
See Appendix C: Additional In-Text Citation Examples for Paraphrasing, p. 15 for more information.

One Author

The Vespa (2013) study included five cohorts of Americans age 50 and older.

Five cohorts of Americans age 50 and older were included in the sample (Vespa, 2013).

Two Authors

Choi and Marks (2013) caution about the findings and the results of the study.

Caution should be used in interpreting the findings and results of the present study (Choi & Marks, 2013).

Three to Five Authors

(first cite)

Cichy, Stawski, and Almeida (2012) examined daily family stressors of African Americans and European Americans.

Daily family stressors of African Americans and European Americans were examined (Cichy, Stawski, & Almeida, 2012).

(subsequent cite)

Cichy et al. (2012) noted that African Americans and European Americans did not differ significantly on interpersonal tensions or network events with family members.

Contrary to expectations, African Americans and European Americans did not differ significantly on interpersonal tensions or network events with family members (Cichy et al., 2012).

Six or More Authors

(first cite & subsequent cites—always use the last name of the first author followed by “et al.”—even though there are 6 or more authors)

Dupuis et al. (2011) identified several strengths of their study.

Several strengths are identified in the study (Dupuis et al., 2011).

Direct Quotations

Quotations fewer than 40 words in text. Quotations fewer than forty words should be incorporated into the text word for word and enclosed in double quotation marks. Citations should include the author’s last name, date of publication, and page number.

Example (Citation at the End of the Quotation):

“The extent of women currently employed but without retirement benefits presents an educational opportunity in relation to the importance of retirement benefits in seeking and accepting employment” (Cramer, 2002, p. 52).

Example (Citation at the Beginning of the Quotation):

Hammer, Neal, Newsom, Brockwood, and Colton (2005) conclude that “employees who use workplace supports are more satisfied on the job” (p. 808).

Quotations with 40 words or more in text. Quotations containing 40 or more words are called *block quotations* since they do not contain quotation marks and are a freestanding block of typewritten lines. Block quotations start on a different line and are indented about ½ inch from the left margin. Text is double spaced. Citations should include the author’s last name, date of publication, and page number.

Example (Citation at the End of the Quotation):

Research suggests that computer use is more prevalent with the Millennial generation than with any previous generation.

With computer ownership becoming more essential, gender and income gaps are narrowing. Slightly more boys than girls have their own computers, and three of four affluent teens have access to one, versus roughly half of those below the poverty line. (Howe & Strauss, 2000, p. 273)

Example (Citation at the Beginning of the Quotation):

Zvonkovic, Notter, and Peters (2006) maintain that:

Scholars in Family Studies have pursued a deeper analysis than just tracking how family members engage in paid work and leisure by delving into how people *perceive* their time, their emotions, and stress around work and family life. Most of this research has been on samples of workers highly stressed by their family stage (i.e., parents of young children) or by their occupations. (p. 149)

In-Text Citation Checklist



Did you... ?

- Cite each source from the reference list within your paper
- Paraphrase information from your sources and limit the use of direct quotations
- Include the author’s last name and year of publication within parentheses
- Arrange multiple references within the citation in alphabetical order, separated by a semicolon
- Include page numbers when citing a direct quote
- Use the block quotation format for direct quotations with 40 or more words

Additional Resources

Book

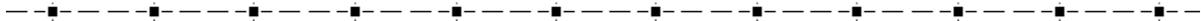
- American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Online

- *The Basics of APA Style by the American Psychological Association*
<http://www.apastyle.org>

On Campus

- *YSU Writing Center*, Maag Library, Lower Level Room 171. Phone: 330-941-3055
<http://web.yzu.edu/writingcenter/>
- *Maria Barefoot*, Bitonte College of Health & Human Services Liaison, Maag Library,
mrbarefoot@ysu.edu or call 330-941-3681



References

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Chebra, J. M. (2013). *Fall 2013 CHFM 3731 Chebra course packet*. Youngstown, OH: Youngstown State University.

Youngstown State University. (2011). *The code of student rights, responsibilities, and conduct*. Retrieved from <http://ysu.edu/thecode.pdf>

Youngstown State University. (2013). *The penguin connection*. Retrieved from http://web.yzu.edu/gen/ysu_generated_bin/documents/basic_module/FinalPenguinConnection2013.pdf

APPENDIX A
SAMPLE PAPER

Marital Issues at Midlife: Growth, Challenges, and Change

Melinda A. Stuart

CHFM 3731: Individual & Family Development

Youngstown State University

August 21, 2013



[insert actual due date]

References *[Main heading]*

- Corrigall, E. A., & Konrad, A. M. (2007). Gender role attitudes and careers: A longitudinal study. *Sex Roles, 56*, 847-855. doi:10.1007/s11190-007-9242-0
- Masuy, A. J. (2009). Effect of caring for an older person on women's lifetime participation in work. *Ageing & Society, 29*, 745-763. doi:10.1017/S0144686X08008180
- Schroeder, V. M., & Kelley, M. L. (2008). The influence of family factors on the executive functioning of adult children of alcoholics in college. *Family Relations, 57*, 404-414. doi:10.1111/fare.2008.57.issue-3
- Story, T. N., Berg, C. A., Smith, T. W., Beveridge, R., Henry, N. J. M., & Pearce, G. (2007). Age, marital satisfaction, and optimism as predictors of positive sentiment override in middle-aged and older married couples. *Psychology and Aging, 22*, 719-727. doi:10.1037/0882-7974.22.4.719

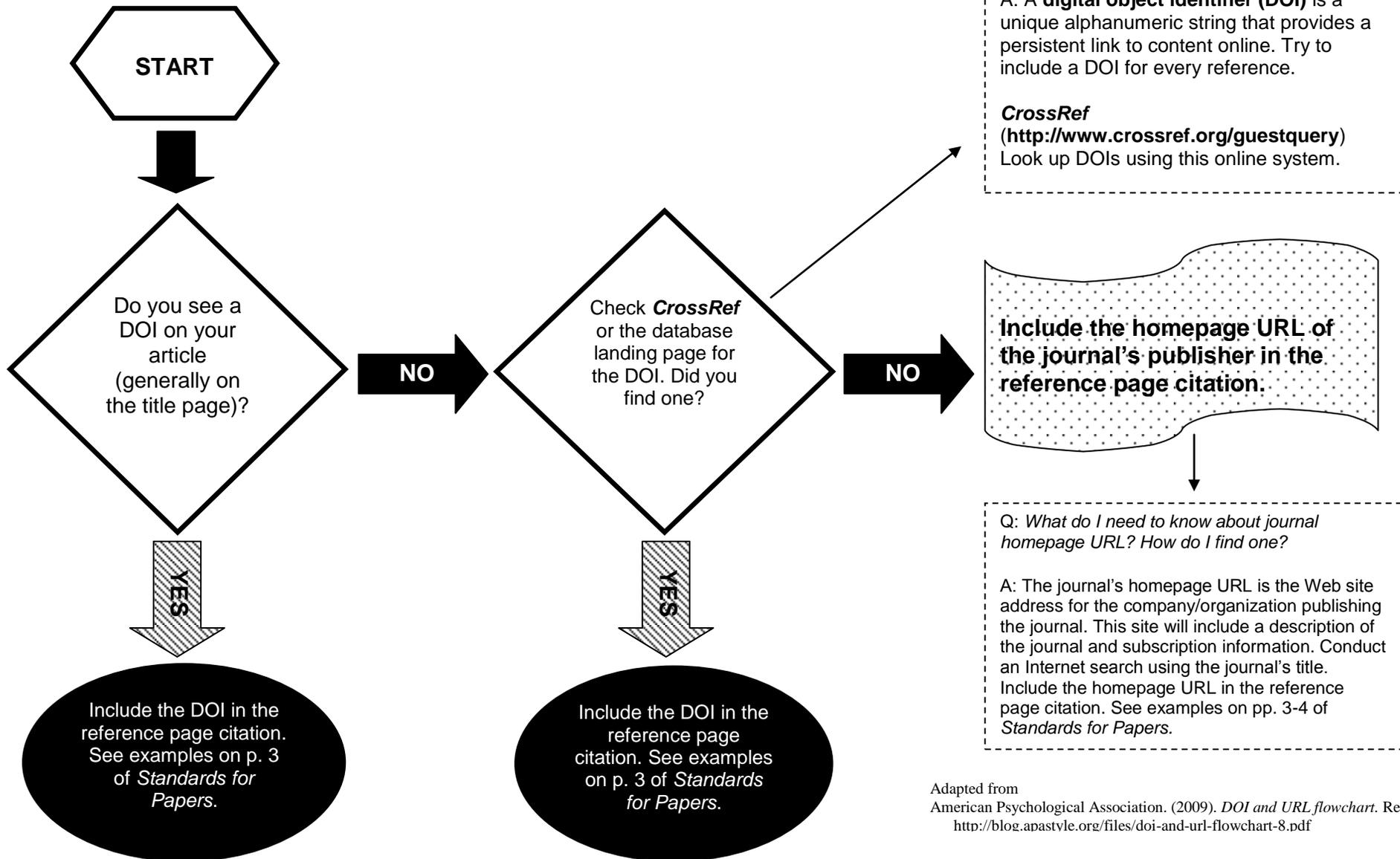
[References continue]

[Note: Always begin References on a new page. This is a main heading. Bold and center the word References]

APPENDIX B
DOI FLOWCHART

APA Style: Digital Object Identifier Flowchart

Use the flowchart below to determine when to include DOIs or URL information for your reference page citations.



APPENDIX C

ADDITIONAL IN-TEXT CITATION EXAMPLES FOR PARAPHRASING

Additional In-Text Citation Examples for Paraphrasing

**Table adapted from the Publication Manual (2010), pp. 177-178

One work, one author	Masuy (2009)	Masuy (2009)	(Masuy , 2009)	(Masuy , 2009)
One work, two authors	Corrigall and Konrad (2007)	Corrigall and Konrad (2007)	(Corrigall & Konrad, 2007)	(Corrigall & Konrad, 2007)
One work, three to five authors	Wasserstein, Rosen, Gerstman, and Rock (2010)	Wasserstein et al. (2010)	(Wasserstein, Rosen, Gerstman, & Rock, 2010)	(Wasserstein et al., 2010)
One work, six or more authors	Perrucci et al. (2007)	Perrucci et al. (2007)	(Perrucci et al., 2007)	(Perrucci et al., 2007)
Groups as authors, identifiable abbreviation	American Association of Family & Consumer Sciences (AAFCS, 2009)	AAFCS (2009)	(American Association of Family & Consumer Sciences [AAFCS], 2009)	(AAFCS, 2009)
Groups as authors, no abbreviation	University of Pittsburgh (2005)	University of Pittsburgh (2005)	(University of Pittsburgh, 2005)	(University of Pittsburgh, 2005)
Personal communication	K. W. Shaie (personal communication, August 1, 2010)	K. W. Shaie (personal communication, August 1, 2010)	(K. W. Shaie, personal communication, August 1, 2010)	(K. W. Shaie, personal communication, August 1, 2010)

Citation Type	Format	Example
Works with no author	Cite in the text the first few words of the reference list entry and the year. Use double quotation marks if title of an article or chapter and italicize the title of the periodical, book, brochure, or report.	("Human Relationships," 2007) <i>Understanding Families</i> (2009)
Authors with the same last name	Include the author's initials in all text citations even if the year of publication differs.	R. D. Luce (2005) and P. A. Luce (2007)
Two or more works by same author, same publication date	Citations are arranged on the reference list by the first word of the title. Once arranged, place lowercase letters (e.g., a, b, c) immediately after the year within the parentheses to distinguish between the works.	(Brown, 2001a) (Brown, 2001b)
Two or more works within the same parentheses	Arrange two or more works (list no more than four citations) within the same parentheses in the order in which they appear on the reference list in alphabetical order, separated by a semicolon.	(Corrigall & Konrad, 2007; Hall, 2009; Masuy, 2009)