



Fellow Paper Approved Style Guides and Formatting Standards

TABLE OF CONTENTS

APPROVED STYLE GUIDES.....	2
FORMATTING STANDARDS	3
GENERAL INFORMATION	3
Paper Length.....	3
Paper Submission	3
Font Style and Size	3
Margins	3
Subject Matter	3
PAPER GUIDELINES	3
Title Page	3
APA	3
Abstract and Table of Contents	3
Page Numbers	4
TEXT.....	4
Spacing.....	4
Paragraph Indents.....	4
PUNCTUATION	4
Spacing After Punctuation	4
Hyphens and Dashes	4
CITATIONS	4
SAMPLE.....	4

APPROVED STYLE GUIDES

The purpose of this document is to clarify and summarize the general formatting standards that are acceptable for APA styles for submission of Fellow Papers. You should be able to find answers to many of your formatting questions in these few pages. If your questions are not answered here, look in the approved style guides: *The Little, Brown Compact Handbook* (LBCH) or the following website: http://wps.ablongman.com/long_aaron_lbch_5.

FORMATTING STANDARDS

GENERAL INFORMATION

Paper Length

The paper should be fifteen to forty pages in length.

Paper Submission

Papers should be completed using MS Word and submitted electronically for review.

Font Style and Size

Use a conventional sans serif typeface (Arial) with 12-point type that is dark, clear, and readable.

Margins

Use a 1-inch margin on all sides. Use the flush-left style and leave the right margin uneven, or ragged.

Subject Matter

Topics under consideration should be submitted to AHRMM prior to paper development. However, generally, topics should be applicable to healthcare supply chain management. The scope of these documents should be aimed at professionals in the materials management field and discuss or analyze the method used to resolve the project or problem. Authors should take care that programs they outline and the information they provide in their articles can be used in other institutions.

Examples of appropriate topics include:

- New and innovative approaches to supply chain management;
- Cost reduction initiatives;
- Problem solving initiatives; and
- Different management approaches to existing services.

PAPER GUIDELINES

Title Page

APA

Use a title page. On the title page, include the full title of your paper, your name, and the date the paper is turned in. The title should summarize the main topic of your paper and be a maximum of ten to twelve words. Use an abbreviated, centered layout in which all title page information appears on the top half of the page. You do not need to place a running header on the title page.

Abstract and Table of Contents

Fellow paper submissions will require an abstract and a table of contents be provided. The abstract should provide a summary of the paper content and be limited to two to three paragraphs. Both the abstract and table of contents should be placed immediately after the title page.

Page Numbers

Begin numbering your paper on the title page for APA. Number pages consecutively through the end of the paper. Use Arabic numerals (1, 2, 3) and do not add periods, parentheses, hyphens, or the abbreviation “p.” Align the page number with the right margin in the paper header.

TEXT

Spacing

Double space throughout the entire paper, including short quotations and the list of works cited or reference list (if applicable). Do not insert extra spaces between paragraphs. Single spacing may be used for tables or lists. Triple spacing may be used after chapter titles, before major subheadings, and before and after tables or lists in the text.

Paragraph Indents

Indent the first line of every paragraph five spaces or one-half inch. The default setting on the tab key is acceptable.

PUNCTUATION

Spacing

Double space throughout the entire paper, including short quotations and the list of works cited or reference list (if applicable). Do not insert extra spaces between paragraphs. Single spacing may be used for tables or lists. Triple spacing may be used after chapter titles, before major subheadings, and before and after tables or lists in the text.

Hyphens and Dashes

- Hyphens – Use no space before or after a hyphen.
- Dashes – Type as two hyphens with no space before or after hyphens or use the longer dash symbol in your word processing program’s symbol list with no space before or after the symbol.

CITATIONS

After quoting something, use a citation. When inserting a short quotation just include it as part of the current line. If the author has already been mentioned in the text, only use the year of publication (and the page number when quoting something directly). When quoting something that is over 40 words long, indent the entire quotation one inch and don’t use quotation marks around it. Also, with normal citations put the period after the citation, but with block quotations, leave it before the citation.

Use a hanging indent for your references. References should be alphabetized by the author’s last name. Abbreviate first and middle names.

SAMPLE

For further reference, please see the attached sample document. It was downloaded from the University of Phoenix’s website on June 26, 2004.

APA papers require a title page.
Include the information shown.

Title

First Name Last Name

Date

To center a line in Microsoft Word, select **Format | Paragraph** from the main toolbar, and then on the Indents and Spacing tab beside the word Alignment choose **Center** from the drop-down list.

You can insert the date in Microsoft Word by selecting **Insert | Date and Time...** from the main toolbar and selecting a style.

To insert a header in Microsoft Word, select **View | Header and Footer** from the main toolbar. You can then right justify the line and type in a shortened version of the Title. Add five spaces after the title, and then to insert an automatic page number, choose the **Insert Page Number** button on the Header and Footer toolbar.

Title

The text of your document should begin on the first line (double-spaced**) after your title.

You should indent the first line of text in each paragraph of the body of the document. More text

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Your entire paper should be double-spaced. Use the automatic double-spacing command (accessible through [Format | Paragraph](#) from the main toolbar in Microsoft Word) because it is much easier to revise when you don't have to go through and add hard returns after every line.

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APA margins should be one inch on the top, bottom and right side. The left margin should be 1 inches (see Little, Brown handbook, section 53c, #1). To change your margins, select [File | Page Setup](#) from the main toolbar in Microsoft Word. (Header and Footer margins should always remain at .5 inches.)

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When you want to insert a short quotation, you just include it as part of the current line.

For instance, one of my favorite quotes by C. S. Lewis (1984) is from his book *Till We Have Faces*. It goes, "Why should your heart not dance?" (p. 96). After quoting something, you need to use a citation. If you have already mentioned the author in your text, then you only need to use the year of publication (and the page number when quoting something directly). If you haven't mentioned the author in text, or have talked about other things more recently so that it could be confusing, then include the author's last name in the citation. For instance, I like this quote as well, "I do not think that all who choose wro
back on the right road" (Lewis, 1963, p. 6).

Generally, citations should have the last name of the author and the year of publication. Direct quotations should include the page number as well.

If you use two works by the same author, published in the same year, then you need to include a letter after the year. See Little, Brown handbook section 53a, #8 for details.

ent the entire

quotation one inch and you don't use quotation marks around it. Also, with normal citations you

put the period after the citation, but with block quotations, you leave it before the citation.

This is block quotation style. Single spacing is used for student papers (see your Little, Brown handbook, section 53c, #4).

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Now let's talk about chocolate. I have this book called *10,000 Dreams Interpreted*, and it talks about what it means if you dream about chocolate:

To dream of chocolate, denotes you will provide abundantly for those who are dependent on you. To see chocolate candy, indicates agreeable companions and employments. If sour, illness or other disappointments will follow. To drink chocolate, foretells you will prosper after a short period of unfavorable reverses. (Miller, 1997, p. 143)

When quoting something that is over 40 words long, indent the entire quotation one inch and don't use quotation marks around it. Also, with normal citations put the period after the citation, but with block quotations, leave it before the citation.

In my further studies of dreams and chocolate, I checked out an online site to see if they agreed. The site said, "To see chocolate in your dream, signifies self-reward. It also denotes that you may be indulging in too many excesses and need to practice some restraint" (Dream Moods, 2003, p. C3). In this case, the only author listed is the group author of the website, an organization called "Dream Moods." They do use page numbers on their site, so I wrote "C3" because I found the information under page 3 of the C entries.

Remember, the purpose of citations and the Reference page is to give the reader enough information so that they can find the source.

More information about electronic sources can be found in section 53a of Little, Brown handbook. See #11 for citations, and use section 53b, #26 (An independent document on the Web) if the website you are referring to does not fall into another category.

If you ever end up with only a heading or only one line from the beginning of a paragraph at the bottom of your page, don't use a page break. Instead, place your cursor in the offending line, and select **Format | Paragraph** from the Microsoft Word main toolbar; then, on the Line and Page Breaks tab, select **Keep with next**.

A

Sans Serif typeface
(Arial)

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Your font should be 12 point (this text is 12 point), and it should be a conventional sans serif font (Arial shown). Arial is a common non-serif font.

Now, what if you want to use a quotation from the University of Phoenix library? For instance, this is an interesting quotation: "Indiana teacher Richard Beamer trusts his students with his life. Last fall Beamer fulfilled his longtime dream of flying west at treetop level-in a plane built by his fifth-grade students at Southwood Elementary School" (Arce, 2003, p. 38-39). When you want to reference a source like this, you use the "journal article retrieved from an electronic database" format, found in section 53b, #22 of your Little, Brown handbook.

E-text is another story entirely. The e-texts used by the University of Phoenix offer students the option to view or print the course text. The pagination for these two options differs greatly. Listed below are two examples of citing a quote taken from the print and view version.

- "Despite attractive opportunities, most businesses do not enter foreign countries" (Bishop, 2003, print version 14).
- "Despite attractive opportunities, most businesses do not enter foreign countries" (Bishop, 2003, view version 24).


More information on e-text references can be found in your Little, Brown handbook, section 53b, #27.

If you want to reference a work that has two authors, you list both authors in your citation. For instance, I often use Mad Libs to teach basic grammar concepts to my University students. After all, sentences like "Who could really [VERB] that there were two [PLURAL NOUN] in space?" (Price & Stern, 2001) end up being a lot more fun than diagramming sentences. See your Little, Brown handbook, section 53b for more information.

In your papers you may not always want to use direct quotations. When you paraphrase, you still need to use a citation. For instance, if I'm thinking about attitudes towards education, I could tell you that Bunt and Yang (2002) examine the Adult Attitude Toward Continuing Education

Scale (AACES) to determine its effectiveness. This one only requires a year citation because I mentioned the authors in text, followed the mention directly with what they said, and they are listed on the References page. However, if I tell you that the attitudes of college students are more easily influenced by peers than faculty norms (Milem, 1998), then this one requires the author's name in a citation because I didn't mention it in text. Neither require a page number because they are not direct (word-for-word) quotations.

Finally, remember to choose a topic that you like for your paper. It is much harder to get writer's block when you are interested in what you are writing. Remember also that your instructor has the last word. If your instructor wants to modify these guidelines for your class, then he or she has the right to do so. The Writing Lab is here to help, but nothing can replace your instructor's personal guidance.



Use a ragged right margin (left justified) rather than an even right margin (full justified). See Little, Brown handbook, section 53c. To do this, place your cursor in the paragraph and select **Format | Paragraph** from Microsoft Word's main menu, and in the drop-down box beside **Alignment**, choose **Left**.

When referencing software, if an author has the rights to a software program, provide his or her name. If the software is obtained online, you can replace the producer's city and name with a retrieval statement that includes an electronic address.

If there is a group author rather than an individual, list the work with the group name.

References

UOP Library entry

Arce, I. (2003). Flying high. *NEA Today*, 21 (4), 38–39. Retrieved January 21, 2003 from the Proquest database.

E-text entry

Bishop, L. (Ed.). (2003). *Global business culture and organization* [University of Phoenix Custom Edition e-text]. Lehy Publishing. Retrieved January 21, 2003 from University of Phoenix, Resource, GMGT/510–Global Business Culture and Organization Web site:
<https://ecampus.phoenix.edu/secure/resource/resource.asp>

Bunt, A., Yang, B. (2002). Factor structure of the adult attitudes toward adult and continuing education scale and its capacity to predict participation behavior: Evidence for adoption of a revised scale. *Adult Education Quarterly: A Journal of Research and Theory*, 52 (4), 299-314.

Dream Moods. (2003, January 6). *Dream dictionary*. Retrieved January 14, 2003, from <http://www.dreammoods.com/dreamdictionary/c2.htm>

Alphabetize your references by author. Abbreviate first and middle names.

Lewis, C. S. (1963). *The great divorce*. New York: Macmillan.

Lewis, C.S. (1984). *Till we have faces*. San Diego: Harcourt.

Microsoft Word 2000 [Computer Software]. (1999). Redmond, WA: Microsoft Corporation.

Milem, J. F., (1998). Attitude change in college students: Examining the effect of college peer groups and faculty normative groups. *The Journal of Higher Education*, 69 (2), 117-140.

Miller, G. H. (1997). *10,000 dreams interpreted or what's in a dream*. Chicago: Rand McNally.

Price, R. & Stern, L. (2001). *Mad libs: The original #1 mad libs*. New York: Price Stern Sloan.

Use a hanging indent for references. Either click and drag the bottom margin on the ruler bar, or select **Format | Paragraph** from the main toolbar. Under **Special** there is an option for a hanging indent.

If you have more than one entry with the same author AND published in the same year, add a lowercase letter after the year both here and in your citations, for instance, (1980a) and (1980b). See Little, Brown handbook, section 53b, #8.