

COMMON EXPECTATIONS FOR FORMAL WRITING ASSIGNMENTS AT IUSSW

- All IUSSW professors expect that students will use APA style when writing research papers and completing other formal written assignments. Use the guidelines below to assist you in this process. You can find complete information on the use of APA style in the *Publication Manual of the American Psychological Association, Sixth Edition*.
- Some faculty members may also utilize informal writing assignments such as reflection papers. As such, an individual faculty member will inform you of when you can omit one or more of the following guidelines in a written assignment.

STYLISTICS

- 3rd person point of view
- Active voice
- Clear and concise language, including non-biased language with respect to gender, ability, orientation, age, and race and ethnicity
- General format of: 1 inch margins; Times New Roman font, 12 point size; page header in upper left and page number in upper right
- Cover page
- Double spaced, including reference page
- Appropriate level headings
- Correct grammar and spelling

IN TEXT CITATIONS

- All in text citations are found on the reference page, with the exception of “personal communication”
- APA style is followed with respect to citing names, dates of publications and page numbers (when direct quotes are involved)
- APA style is followed with respect to using direct quotes, block quotes, summarizing information, citations of multiple authors and references to electronic sources

REFERENCES

- All sources on the reference page are cited in the body of the text
- APA style is followed with respect to alphabetizing sources, hanging indents, double spacing and capitalization protocol for various sources

HELPFUL AND FREE RESOURCES FOR STUDENTS AND FACULTY

- APA Tutorial at <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>
- APA guidelines and examples at <http://owl.english.purdue.edu/owl/resource/560/01/>