A QUICK GUIDE TO FORMAT AND CITATIONS

Introduction

This Quick Guide contains information about specific formatting guidelines for EdD course papers and the dissertation. It is a summary of the most frequently used APA guidelines. Some of the information has been adapted from the Publication Manual of the American Psychological Association, 5th Edition (2001). It is important to understand that the APA manual is primarily a guide for those who wish to submit manuscripts for publications in APA journals, rather than for students who are writing course papers, theses, or dissertations. This guide takes precedence over the APA manual for paper and dissertation purposes.

Quotations and Reference Citations in the Body of the Course Paper or Dissertation

The general principle that prevails is “to give credit where credit is due.” Not acknowledging others’ work or ideas is plagiarism, which is not acceptable practice and is intellectually dishonest. Any passage copied verbatim, with small changes, or in paraphrase must be acknowledged with a citation. It is the policy of the Graduate School of Education that when a student is found to be in violation of the academic dishonesty policy, academic penalties may be prescribed by the assigned course instructor or capstone advisor, including but not restricted to, the requirement of additional work, an assignment of a failing grade on the work in question, or a failing grade for the entire course or capstone.

How you give credit depends on your use of others’ ideas. If that use is indirect (paraphrases, summaries, or brief allusions), it is sufficient to state the author’s/authors’ name(s) and the copyright year of the source. Do not include page numbers with indirectly quoted material. If that use was direct (verbatim), you must identify the author’s/authors’ name(s), the copyright year, and the page number(s).

It is not customary to cite the titles of books, journals, journal articles, authors’ first names and titles (such as Dr. or PhD). Rather, titles of source materials are listed in the bibliography or reference list.

- Here is a less preferable example: Dr. R. Brian Standfield, in his 2000 book, The Courage to Lead: Transform Self, Transform Society stated…. 

- It is better to cite this way: Standfield (2000) stated…. 

1. Formatting Indirect Quotations

There are several ways to position the citation information correctly. The main consideration is to place the citation as close to the information as possible. Avoid placing the citation at the end of a set of sentences or paragraph unless there is a compelling reason. This location makes it hard to tell if all the precedes the citation is from the same source or if only the last sentence is. Here are four examples of indirect citations:

- Rogers (1998) boldly announced [followed by paraphrased language] 
- In 1998, Rogers boldly announced…. 
- In his last work (1998), Rogers boldly announced…. 
- A recent announcement of research findings (Rogers 1998) stated…. 

2. Formatting Direct Quotations
If you quote verbatim, include the author’s/authors’ name(s), copyright date, and page number(s) for the quoted material. These examples extend from those listed above:

- Rogers (1998) boldly announced, “there is conclusive proof that the organization suffers from too little attention” (p. 48).
- In 1998, Rogers boldly announced, “there is conclusive proof that the organization suffers from too little attention” (p. 48).
- In his last work (1998), Rogers boldly announced, “there is conclusive proof that the organization suffers from too little attention” (p. 48).
- A recent announcement of research findings (Rogers 1998) stated, “there is conclusive proof that the organization suffers from too little attention” (p. 48).

3. Formatting Quotations of Fewer than 40 Words
These quotations are typed like the body of the text—double-line spacing and wrap-around on the right margin. They are enclosed with quotation marks to separate them from the rest of the text. The final period follows the parenthesis containing the citation information. For example, the following quote has 13 words:

When planning curriculum, it is often useful to bear in mind Dewey’s statement that, “The objective is to provide understanding of practice, not merely understanding in thought (1927, p. 48).” [Note: The copyright date can also be placed after Dewey’s name.]

4. Formatting Quotations of 40 or More Words
These quotations are double-line spaced too, but are indented block or business style with all lines indented one tab over. That is, the left margin is even with the paragraph tab setting. The right margin follows the setting for the paper, which is “ragged” or left justified margins. The final period of the quotation precedes the parentheses that contain the citation information. No period follows the parens. For example, this quote contains 66 words. Notice that since the first sentence begins a paragraph, its left margin and the left margin of the quoted material align. It looks funny, but it is accurately written.

Standfield (2000) describes the nature of transparency this way:

Transparency happens when you can see through the mundane to the depth insight that lies behind it. The word transparency is rich in meaning and associations. My thesaurus relates transparency to words like translucent, diaphanous, limpid, and even lucid. So transparency has something to do with letting the light shine through, or being able to see through the surface of things to the depth of things.

(p. 93)
5. **Citing multiple sources within the body of the paper or capstone:**
   - If you are citing authors as sentence subjects, the order is as you choose. For example,
     
     In the early 1980s, Smith and Jones (1982), Goudou (1980), Fitzpatrick, Miles, and Appleby (1984), and Revlon (1981) reported similar research findings on the use of negotiation strategies with adolescents.
   
   - However, if you are citing them within parentheses—not as sentence subjects, list them in alphabetical order. For example,
     
     In the early 1980s, several researchers reported similar findings on the use of negotiation strategies with adolescents (Fitzpatrick, Miles, & Appleby, 1984; Goudou, 1980; Revlon, 1981; Smith & Jones, 1982).

### Headings and Subheadings
Hamline graduate students most commonly use the following four levels of headings and subheadings. Note: These are different from those listed in the APA manual. If more heading levels are needed, consult the course instructor or dissertation advisor.

<table>
<thead>
<tr>
<th>LEVEL 1</th>
<th>CHAPTER ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAPTER ONE</td>
<td>Level 1-Chapter Number</td>
</tr>
<tr>
<td>Introduction</td>
<td>Level 2-Chapter Name</td>
</tr>
<tr>
<td>Historical Background</td>
<td>Level 3-Section Heading</td>
</tr>
<tr>
<td>The colonization of Peru.</td>
<td>Level 4-Section Sub heading</td>
</tr>
</tbody>
</table>

1. In the Level-3 heading, capitalize the first word and all other main words, proper nouns, and the first word after a colon. Text for the Level 3 heading or title starts below the heading. Use tabbed indentations for paragraphs, not the block style of this document. Here is an example of the beginning of a major section.
Historical Background

There are three important events that presaged this period in history. They are the arrival of military personnel, the conquest of indigenous peoples in the region, and the subsequent cultural takeover by the military……..

2. If is necessary to include one or more Level-4 subsections in any section, follow this format. Indent five spaces (1 tab) in and type an underlined subheading. End it with a period, and start the text in the section two spaces to the right of the period. Only the first word, proper nouns, and the first word after a colon are capitalized. The following example extends the previous one:

Historical Background

Three important events presaged this period in history. They are the arrival of military personnel, the conquest of indigenous peoples in the region, and the subsequent cultural takeover by the military…….[rest of paragraph(s) before the subheading]

The colonization of Peru. Binns and Gerardo (1999) stated that Peru’s colonization was influenced by……..
3. The general order is always--**Author. (Year of Publication). Title. Place of Publication: Publisher.** Unless the place of publication is a well-known city, include the state initials. New York and Los Angeles are examples of the former. “a.” below is an example of the latter:

4. Here are examples of the most commonly cited materials.

a. **Book, single author:**

b. **Book, two authors:**

c. **Book, more than two authors:**

d. **Book, organization as author:**

e. **Chapter in an edited book, authors didn’t write whole book:**

f. **Edited book, authors wrote whole book together:**

g. **Journal article (Notice that the italics of the title extend to through the volume number—72):**

h. **Electronic-Online source:**

5. If the Bibliography or References list contains two or more entries with the same author or authors, list the entries in chronological order, earliest to most recent.
Example of a Reference Page:

References


