

IIRP Guidelines for:

- **Formatting a Paper**
- **Formatting a Reference Page**
- **Citing Quotations within a Document**
- **Utilizing Headings within a Document**
- **Naming your Computer File**

IIRP Guidelines for Formatting a Paper (adapted APA)

- Use Times New Roman, 12 point font.
- Use one inch margins at the top, bottom, left, and right side of the paper.
- Indent the first line of each paragraph by five spaces from the left margin.
- Use only one space after the end of sentence punctuation.
- All typing is done left justified, with an unjustified right margin.
- Do not hyphenate words at the ends of lines.
- Use a **header** throughout the paper (**see example on next page**). The header and the page number should first appear on the title page, and numbering should begin here as page 1. The header should appear one-half inch below the top of the page and include a short title (a one to three word derivation of the running head). Follow the header with two spaces and then add the page number. (If possible, use the “header” function of your word processor to automatically repeat this information at the top of all subsequent pages.) The header will begin on the title page and continue on every subsequent page of the document, including the reference page.
- The **running head** (a shortened version of the paper’s full title) should be no longer than 50 characters (including spaces). It should be typed flush left at the top of the cover page only. The words “Running head:” should precede the title of the running head, which must be typed in all capital letters (**see example on next page**).
- The **title** of your paper is typed in upper and lower case letters, centered on the page. If the title requires more than one line, double-space between lines.
- Aside from the header and running head, only three things should be included on the cover sheet: title of the paper, your name, institution name.

Sample Title Page

Individual Differences 1

Running head: INDIVIDUAL DIFFERENCES IN BIMODAL PROCESSES

Individual Differences in
Bimodal Processing and Text Recall

Bruce Dunn

University of West Florida

Sample of all Other Pages

Individual Differences 2

A growing body of research has indicated that variations in the electrical activity from the brain, as recorded by an electroencephalograph (EEG), particularly the amount of alpha activity, can be used to identify a person's cognitive style (e.g., Davidson & Schwartz, 1977; Doktor & Bloom, 1977; Ornstein & Galin, 1976). Much of this research is influenced by what has been termed the *bimodal theory* of cognitive processing (Deikman, 1971).

And so on with the text of your paper...

IIRP Guidelines for Formatting a Reference Page

Reference Page

- Your reference list begins on a separate page.
- Center the word “References” at the top of the page. Do not underline it.
- Double space all reference entries with one double space separating entries.
- The first line of each entry is typed flush with the left-hand margin. Any lines that carry onto a second or third line are indented five spaces.

Citing Works on a Reference Page

- The reference page is an alphabetical list of works cited. Here are some general tips:
- Begin with the author’s last name and first initial, if the author is identified.
- Place date of publication in parentheses immediately after the last author’s name, followed by a period.
- Italicize titles and subtitles of books.
- Capitalize only the first word of the title (as well as all proper nouns).
- Do not place titles of articles in quotation marks.
- Use the abbreviations “p.” or “pp.” before page numbers of newspaper articles and works in anthologies; do not use them before page numbers of articles appearing in magazines and scholarly journals.
- Alphabetize your list by the last name of the author or editor. If there is no author or editor, alphabetize by the first word of the title other than “a,” “an,” or “the.”

IIRP Guidelines for Citing Quotations within a Document

Handling Quotes in the Text

- Short quotations (fewer than 40 words) are incorporated into the text and enclosed by double quotation marks.
- Long quotations (40 words or more) are typed in a double-spaced block, indented five spaces from both the right and left margins.
- If you have a quote within a short quote, enclose it in a single quotation mark.
- If you have a quote within a block quotation, enclose it in double quotation marks.
- Ellipsis points (...) are used to indicate material omitted from a quotation. An ellipsis has only three consecutive periods.

Citing Authors within the Text

Citations within the text of your paper refer the reader to the reference page at the end of the paper. APA format uses the author-date method of citation. The author's last name and the publication date are inserted at the appropriate point in the text.

Works by a Single Author

- If the author is mentioned in the paper, provide the year of publication in parentheses just after the name:
Ex: Hacking (1998) covers material on public record about chronic fatigue syndrome.
- If the author is not mentioned in the paper, at the end of the quotation or paraphrase, use the author's last name and the year.
Ex: The article covers material on public record about chronic fatigue syndrome (Hacking, 1998).
- For exact quotations, cite specific page numbers following the year.
Ex: Emily Bronte "expressed increasingly hostility for the world of human relationships, whether sexual or social" (Taylor, 1998, p. 11). (Note the placement of the sentence-ending period!)

Works by Two Authors

- Use the last name of all authors in your first citation. Then, in all following citations, include only the last name of the first author followed by, “et al.”

Ex: Writing becomes better as the child matures (Britton, Thomas, & Miller, 1996).

Ex: According to Britton et al. (1996), a child’s writing improves over time.

For examples of how to cite from periodicals, movies, podcasts, television shows, edited texts, etc., please follow the APA Guideline links through the IIRP/Library website. There, you will find examples of citations for any media.

IIRP Guidelines for Utilizing Headings within a Paper

- Do not label headings with letters and numbers
- There are five levels of headings in APA style; you will need to know the first four.
- Headings within papers should be formatted as follows:

Level 1:

Centered Uppercase and Lowercase Heading

Level 2:

Centered, Italicized, Uppercase and Lowercase Heading

Level 3:

Flush Left, Italicized, Uppercase and Lowercase Side Heading

Level 4:

Indented, italicized, lowercase paragraph heading ending with a period.

Example:

External Validation

Method

Participants

Sleep-deprived group.

IIRP Guidelines for Naming your Computer Documents

Since the majority of papers are submitted via electronic transmission, the IIRP requests that you follow the guidelines indicated below when naming your Word document.

- Name your document using your last name followed by the course and section number, with no spaces separating the two.

Ex: Thomas501.02

- Individual professors may request that you indicate the type of paper in parenthesis following your name and course number. If this is the case, list all three pieces of information without spaces in between.

Ex: Thomas501.02(Reflect)