Center for Justice & Peacebuilding
GUIDELINES for GRADUATE PAPERS

The following is a brief outline of the requirements used to write a graduate-level research paper, using the guidelines of the American Psychological Association (APA). This is one style used for papers written at CJP, but students should follow any specific guidelines given by the instructor of the course (being consistent within a given style is the highest priority).

Most of the information provided here was taken from several websites which are listed below. Many of these provide more detailed information as well:

- http://www.vanguard.edu/faculty/ddegelman/index.aspx?doc_id=796
- https://owl.english.purdue.edu/owl/resource/560/01/
- http://www.apastyle.org/

For a more detailed description of how to write a graduate-level research paper, please consult the section titled "Research" in *The Everyday Writer, 6th edition,* Lunsford, Andrea A. (EMU's edition of this writing handbook – will be moving to the 7th edition fall 2020). Students for whom English is a second language are advised to make particular use of the sections for Multilingual Writers located throughout the handbook. All CJP students are encouraged to purchase a copy of this book to use for the duration of their academic program at CJP. *For local students (and when the campus is operational), the EMU library has this book on reserve for your reference as needed and you can also find several copies in the graduate student lounge.*

General Document Guidelines   (again please note that guidelines may be modified by individual instructors)

A. *Margins:* One inch on all sides (top, bottom, left, right)

B. *Font Size and Type :* 12-pt. font (Times Roman or Courier are acceptable typefaces)

C. *Spacing:* Double-space throughout the paper, including the title page, abstract, body of the document, references, appendixes, footnotes, tables, and figure captions.

D. *Alignment:* Flush left (creating uneven right margin) – NOT right justified

E. *Paragraph Indentation :* 5-7 spaces

F. *Pagination:* The page number appears one inch from the right edge of the paper on the first line of every page, beginning with the title page.

G. *Manuscript Page Header:* The first two or three words of the paper title appear five spaces to the left of the page number on every page, beginning with the title page. Manuscript page headers are used to identify manuscript pages during the editorial process. Using most word processors, the manuscript page header and page number can be inserted into a header, which then automatically appears on all pages.

H. *Active voice:* As a general rule, use the active voice rather than the passive voice. For example, use "We predicted that ..." rather than "It was predicted that ..."

I. *Order of Pages :* Title Page, (Abstract), Body, References, Appendixes, Endnotes,

J. *Text citations:* Source material must be documented in the body of the paper by citing the author(s) and date(s) and page numbers (in most cases) of the sources. *The underlying principle is that ideas and words of others must be formally acknowledged.* When using APA format, follow the author-date-page number method of in-text citation. This means that the author's last name and the year of publication and the page number for the source should appear in the text, and a complete reference should appear in the reference list at the end of the paper. If you are directly quoting from a work, you always need to include the author, year of publication, and the page number for the reference. If you are paraphrasing or citing a specific idea from another work, you have to make reference to the author and year of publication in your in-text reference, *as well as* again providing the page

number.   However, if you are summarizing an entire article or book then you are only required to give the author and year.   See example below of the author-date-page number method of in-text citation:

Patients receiving prayer had "less congestive heart failure, required less diuretic and antibiotic therapy, had fewer episodes of pneumonia, had fewer cardiac arrests, and were less frequently intubated and ventilated" (Byrd, 1988, p. 829).

Examples of sources

1. **Journal article**

   Murzynski, J., & Degelman, D. (1996). Body language of women and judgments of vulnerability to sexual assault. *Journal of Applied Social Psychology, 26,* 1617-1626.

2. **Book**

   Paloutzian, R. F. (1996). *Invitation to the psychology of religion* (2nd ed.). Boston: Allyn & Bacon.

3. **Web document on university program or department Web site**

   Degelman, D., & Harris, M. L. (2000). *APA style essentials.* Retrieved May 18, 2000, from Vanguard University, Department of Psychology Web site: http://www.vanguard.edu/faculty/ddegelman/index.cfm?doc_id=796

4. **Stand-alone Web document (no date)**

   Nielsen, M. E. (n.d.). *Notable people in psychology of religion.* Retrieved August 3, 2001, from http://www.psywww.com/psyrelig/psyrelpr.htm

5. **Stand-alone Web document (no author, no date)**

   Gender and society. (n.d.). Retrieved December 3, 2001, from http://www.trinity.edu/~mkearl/gender.html

6. **Journal article from database**

   Hien, D., & Honeyman, T. (2000). A closer look at the drug abuse-maternal aggression link. *Journal of Interpersonal Violence, 15,* 503-522. Retrieved May 20, 2000, from ProQuest database.

7. **Abstract from secondary database**

   Garrity, K., & Degelman, D. (1990). Effect of server introduction on restaurant tipping.   *Journal of Applied Social Psychology, 20,* 168-172. Abstract retrieved July 23, 2001, from PsycINFO database.

8. **Journal article, Internet-only journal**

   Bergen, D. (2002, Spring). The role of pretend play in children's cognitive development. *Early Childhood Research & Practice, 4*(1). Retrieved February 1, 2004, from http://ecrp.uiuc.edu/v4n1/bergen.html

9. **Article or chapter in an edited book**

   Shea, J. D. (1992). Religion and sexual adjustment. In J. F. Schumaker (Ed.), *Religion and mental health* (pp. 70-84). New York: Oxford University Press.