

Manuscript Submission Guidelines for Course Papers

Purpose. Whereas the topics that students select for course papers may not be of publication quality, I expect student papers to be of publication quality in terms of thought, organization, style, and grammar. Papers should be sufficiently scholarly in use of literature, choice of methodology, and discussion of results and implications to impress professionals/scholars within the discipline. At the same time, papers should be sufficiently accessible in language, style, and presentation to be meaningful to a broader audience.

Procedure. Students should consider writing papers as analogous to preparing manuscripts for a peer-reviewed journal. Unless stated otherwise in the course syllabus, papers should be at least 2,000 but not more than 3,000 words (approximately 8-15 pages of double-spaced, typewritten copy, including references, tables, and figures). Students should discuss exceptions before turning final copies of their papers.

Style. I expect students to prepare their papers in accordance with the latest edition of the *Publication Manual of the American Psychological Association*. What follows is a list of special requirements and areas of emphasis that students should note when submitting papers:

1. Double-space all portions of the paper, including references, tables, figures, and quotations. The purpose is to allow space for editing comments.
2. Use one-inch margins and a standard font (e.g. Times Roman, Arial, Trebuchet, or Verdana) with 11-12 point-size type.
3. Use a scholarly tone; avoid colloquial and informal uses of language.
4. Avoid broad generalizations; use language precisely to communicate your ideas and concepts accurately.
5. Use inclusive language. For assistance in finding appropriate language, use sources such as *The Nonsexist Word Finder: A Dictionary of Gender-Free Usage*, *The Dictionary for Bias-Free Usage: A Guide to Non-Discriminatory Language*, and the section, *Guidelines to Reduce Bias in Language* (pp. 61-76) in the APA Publication Manual.
6. Do not use footnotes; incorporate all information in the text.
7. Use the APA reference style. Note that the purpose of a citation is to direct the reader to the appropriate source in the references section of the paper; do not attempt to provide the reader with information about that source in the text (e.g. year of first publication, title of the work, etc.).

8. Follow APA guidelines directly when placing citations inside parentheses. When citing authors in the text, follow APA guidelines with one exception—do include the first names of the authors. Note the following two examples:
 - a. Numerous researchers have demonstrated a relationship between strong writing skills and course grades (Johnson & Vang, 2002; Smith, 1999).
 - b. Craig Johnson and Sue Vang (2002) suggested that strong writing competency might be a predictor of interviewing skills.
9. Submit your paper with a correctly formatted title page. When writing up results from a formal research project, always include an abstract.
10. The 5th edition of the APA Publication Manual requires authors to use the first person (see pp. 37-38). This said, one should only use the first person when referencing the author(s), and not when generalizing.
11. Use the active voice to the largest extent possible.
12. Use verb tense appropriately: past tense for the literature review, description of procedures, and the results, present tense for the discussion.
13. Proofread and double-check the entire paper including the references section before submitting the manuscript.
14. Do not submit papers that you have submitted for other classes and/or assignments unless you appropriately cite the prior paper and receive approval in advance from the instructor.
15. If you have any questions, ask in advance!