



Writing Style Handbook

May 2007

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Introduction

Axia College's *Writing Style Handbook* contains formatting guidelines required in Axia's degree programs. The handbook is intended to provide basic examples of APA style, modeled on the 5th edition of the *Publication Manual of the American Psychological Association* (2001). It is *not* intended to provide detailed instructions about every question that may arise. For further information regarding APA style, refer to <http://www.apa.org/> or to the additional resources listed at the end of this handbook.

CHAPTER 1: FORM AND APPEARANCE

Font Styles

- All text must be written in the same font.
 - Use Times New Roman.
 - Use 12-point size.
- Use *italics* sparingly for emphasis; do not use bold, underlining, or all capital letters.

Margins

- Use 1-inch margins on all sides of each page.
- Justify the left side of the page, but leave the right side ragged.

Spacing

- Indent the first line of each paragraph five spaces.
- Double-space throughout the text.
- Leave one space between words and one space between sentences.

Page Numbers and Headers

- Place page numbers in the upper right-hand corner inside the margin of the paper (see Example 1).
 - Do not use the abbreviation *P.* or *p.* or the word *page* when numbering the page.
 - Number every page in sequence, starting with the title page (page 1) and ending with the references page.

- The page header consists of two or three words of the title, five spaces to the left of the page number, in the upper right-hand corner of the paper (see Example 1).

Example 1 Page Header

	Factors Influencing	3
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Title Page

- Include a title page (see Example 2).
- To create a title page, center the following information on the page:
 - Title of the paper
 - Your name
 - Axia College of University of Phoenix

Example 2 Title Page With Page Header

Factors Influencing the Economic Balance of Eastern European Countries

Sharon Smythe

Axia College of University of Phoenix

Headings

- Use Level 1 and Level 3 (see Table 1) to organize information in academic papers.
- Do *not* label headings with letters or numbers, such as 3.1 or 3A, 3B., etc.

Table 1 **Heading Levels**

Level 1	Centered Uppercase and Lowercase Heading
Level 3	<i>Flush Left, Italicized, Uppercase and Lowercase Side Heading</i>

Numbers

- Use words to express all numbers below 10, such as *three, five, or eight*.
- Use figures to express all numbers 10 and above, such as *12, 44, or 99*.
- Write out fractions (such as *one half of a pie*) and universally accepted usage (such as the *Fourth of July*).
- Spell out numbers that begin sentences, such as *Thirty students attended the performance*.
- Use figures when they refer to exact measurements, such as the following:
 - Mathematical functions, such as *multiplied by 3*
 - Time, such as *2 p.m.*
 - Dates, such as *October 5, 1991*
 - Ages, such as *a 4-year-old girl*
 - Units of measurement, such as *an 8-foot snake*

Abbreviations

- Use standard abbreviations for titles immediately before and after proper names, such as the following:
 - Joe Smith, M.D.
 - Rev. May Lane
- Use the abbreviations *a.m.* and *p.m.* for time.
- First, spell out a word; then, follow the word with its acronym in parentheses:
 - Thereafter, you may use only the acronym or initials.
 - For example, “. . . the Department of Housing and Urban Development (HUD). For HUD rules and regulations, contact”

Lists

- Do *not* use bulleted lists in academic papers.
- Use numbered lists only for the following:
 - Information you want to highlight
 - Information better read as a list than as part of the text

Tables and Figures

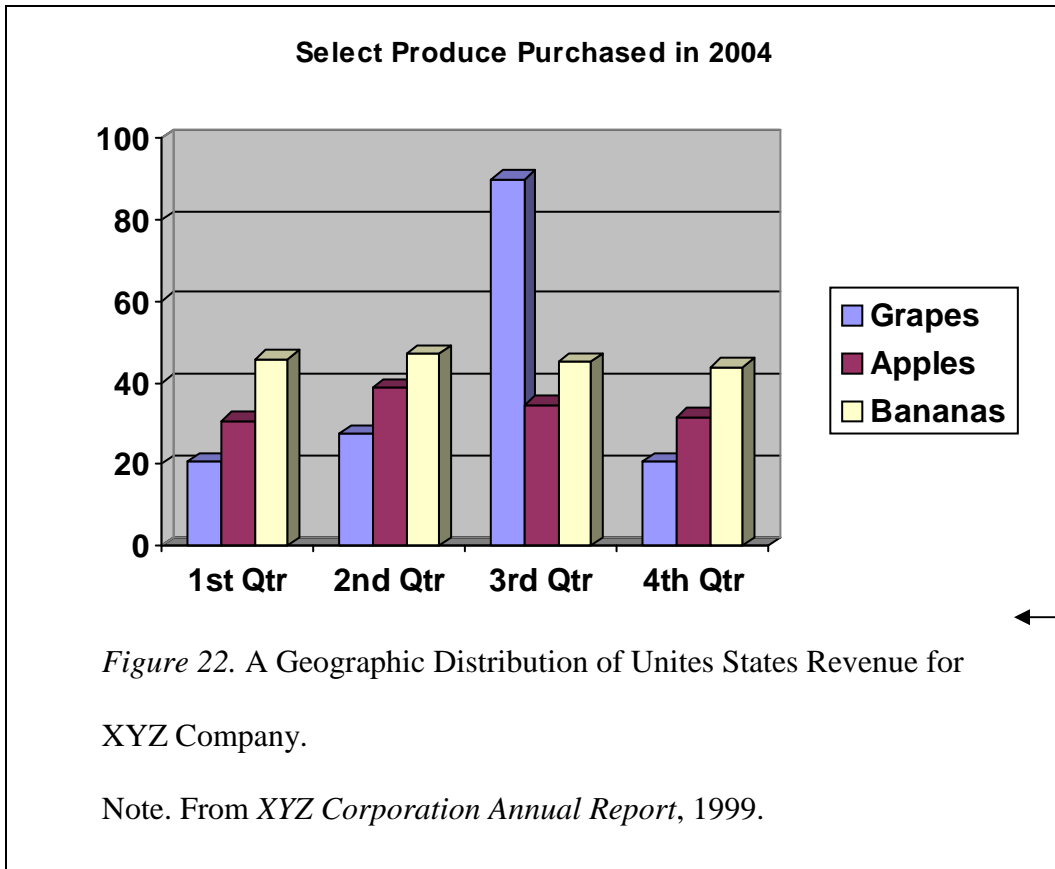
- You must first explain **tables** (lists or charts displaying information) and **figures** (illustrations, pie charts, bar or line graphs) in your text.
 - Insert the table or figure into the text as soon after the reference as possible.
 - Be sure the information is clear, readable, and complete.

- Tables and charts are numbered consecutively with arabic numerals (1, 2, 3, and so on) and are numbered separately within your paper (for example, Table 1, Table 2, Figure 1, Figure 2).
- See Example 3 (Table) and Example 4 (Figure) below for formatting.

Example 3 Table

Table 15			← Place table number, flush left.
<i>A Ranked Comparison of the Marketing Practices of Three Automotive Companies in Germany, Japan, and the United States</i>			← Place double-spaced, italicized title, flush left, in title case.
Germany	Japan	United States	
Television	Newspapers	Television	
Newspapers	Magazines	Magazines	
Magazines	Television	Newspapers	
Direct Mail	Direct Mail	Direct Mail	
Note. From the 7 th <i>Annual Automotive Marketing Almanac</i> , by J. J. Smith, p. 3, Copyright 1999 by General Motors Corporation.			← Add copyright information below table, flush left.

Example 4 Figure



Place figure number— flush left, italicized, ending in a period— under graphic. Follow with title of figure in sentence format and source in citation format.

CHAPTER 2: DOCUMENTING THE PAPER

Text Citations

- Credit sources directly quoted or paraphrased in your paper by providing in-text citations as well as a references page at the end of your paper.
- The examples in this chapter included are *not* exhaustive; refer to the APA Web site for additional information.

Paraphrasing

- When you paraphrase another person's materials or information, you must always cite your source (see Examples 5-9).
 - Digest the information, and then rephrase it in your own words.
 - Using more than two words from the original without quotation marks is plagiarism, as is paraphrasing too closely to the original wording.

Example 5 Citation Example When Author's Name Mentioned in the Text

Castex (1994) states that, in the 20th century, many social workers underwent cultural diversity training in order to work with growing Latino populations.

Include author's name with date in parentheses, followed by text.

Example 6 Citation Example When No Author's Name Mentioned in the Text

In the 20th century, many social workers underwent cultural diversity training in order to work with growing Latino populations (Castex, 1994).

Follow text with author's name, date in parentheses, and period.

Exercise 7 Citation Example for Two Authors

Rubin and Beddingfield (1996) reported that HMOs receiving the highest ratings also had the greatest number of board-certified doctors.

OR

One report of ratings for HMOs (Rubin & Beddingfield, 1996) identified a correlation between high ratings and the number of board-certified doctors.

Author named in text, followed by date in parentheses.

Authors not named in text, separated by ampersand, and enclosed in parentheses.

Example 8 Citation Example for Multiple Authors

The research shows most people are willing to force the mentally ill into treatment (Pescosolido, Monahan, Link, Stueve, & Kiluzawa, 1999).

According to the study, more Americans show concern for substance abusers than for the mentally ill (Pescosolido et al., 1999).

Use up to five names for in-text citation the first time.

Thereafter, name the first author and use *et al.* for subsequent authors.

Example 9 Citation Example for Work with No Author

- Use the first few words of the title or source, italicized, followed by the year.
- For information from an electronic source, use the same format, but do *not* include the URL.

In *The Learning Portfolio* (2006), it was found that...

Using Direct Quotations

- **Direct quotations** are information taken directly from the source.
- Enclose direct quotations in double quotation marks.
- Include page number(s) in parentheses.
- End the citation with a period.
- When you use direct quotations, use the following formats (see Examples 10-15) :

Example 10 Citation Example of Direct Quotations From Print Sources

<p>Breeze (1998) stated that “the justification of paternalism in health care . . .” (p. 264).</p>	<p>Format for a single author</p>
<p>OR</p>	
<p>Ganong and Coleman (1987) stated, “. . . researchers have been slow to undertake empirical studies of stepfamily dynamics” (p. 6).</p>	<p>Formats for more than one author</p>
<p>OR</p>	
<p>“. . . researchers have been slow to undertake empirical studies of stepfamily dynamics” (Ganong & Coleman, 1987, p. 6).</p>	

Example 11 Citation Examples of Direct Quotations From Electronic Sources

- Include the paragraph number.
- For longer articles, include the closest heading to the citation; then count the paragraphs from the heading.

<p>Chou (1993) stated, “Children are grouped by age and each group has a specific space called a classroom” (§ 1).</p> <p>OR</p> <p>Kossek and Nichol (1992) stated, “Prior studies usually have had poor control groups . . . ” (§ 2).</p> <p>OR</p> <p>“The study was designed to enhance the current literature . . . ” (Kossek & Nichol, Research Focus and Model, para. 1).</p>	Format for a single author.
	Formats for multiple authors.

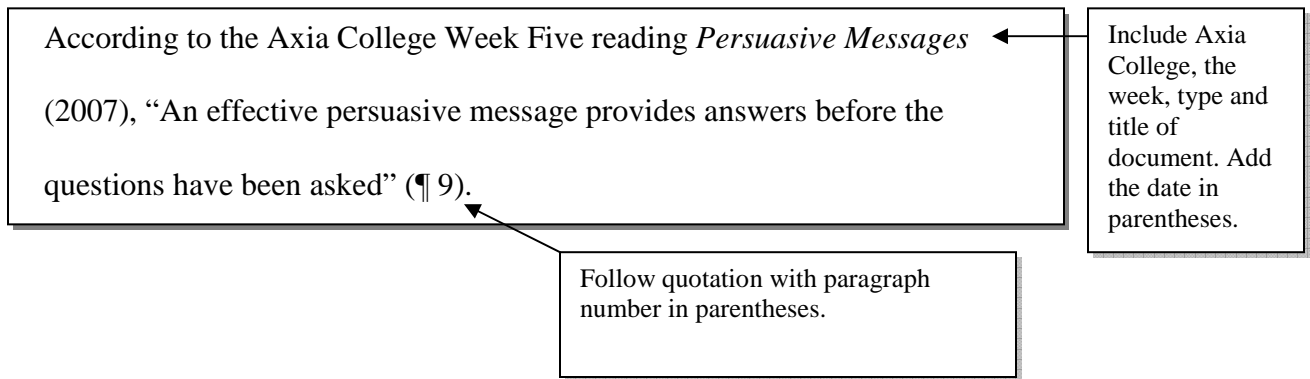
Example 12 Citation Example for a Quotation Within a Quotation

<p>“Respondents were asked ‘Which parent do you like best as a parent?’” (Ganong & Coleman, p. 9).</p>	Use single quotation marks for a quotation within a quotation.
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Example 13 Citation Example That Includes an Error

<p>“The construction companies, they [sic] don’t care” (Graham & Dempsey, p. D1).</p>	Use brackets and <i>sic</i> [Latin for <i>thus it stands</i>] to indicate original error.
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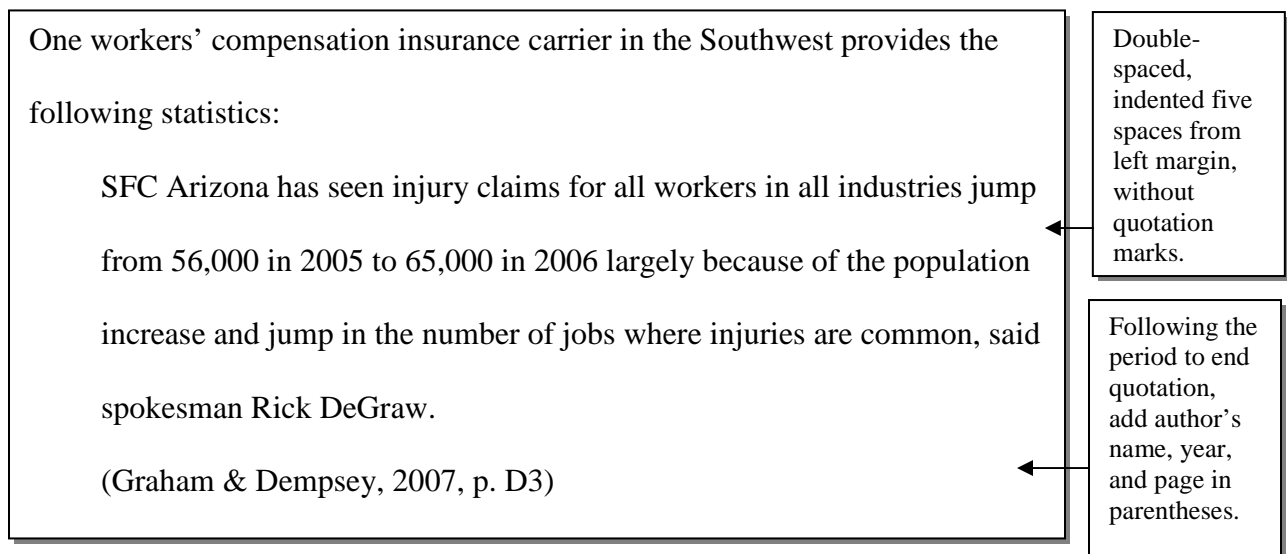
Example 14 Citation Example for Document Listed in aXcess



Block Quotations

- **Block quotations** are quotations of more than 40 words.
- End the quotation with a period—this is an exception to the general rule.
- Block quotations must appear in a freestanding block without quotation marks (see Example 15).

Example 15 Citation Example for Block Quotation



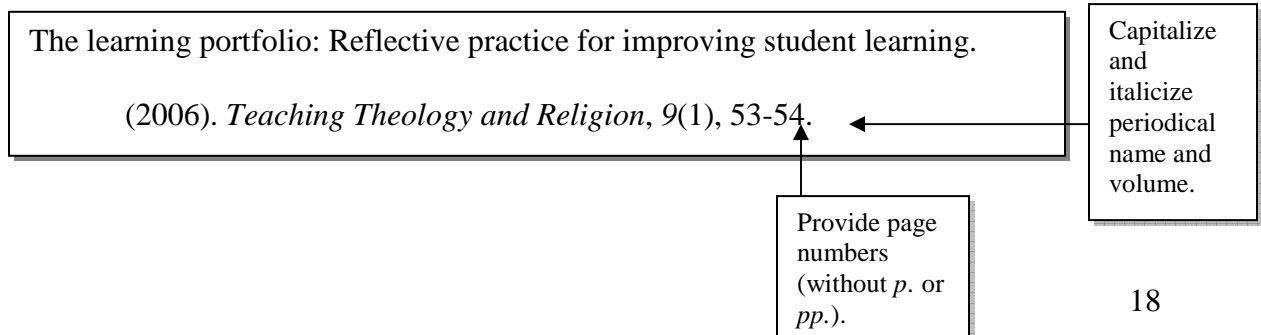
References Within the References Page

- Sources cited in the body of your paper must appear at the end of your paper on a separate page titled *References*, with the title centered on the top of the page.
 - References include *only* those sources cited in the text.
 - Do *not* include any references that were not cited in your text.
 - Exception: You may use personal communications in your papers (such as interviews, memos, bulletins, or phone calls) sparingly. These sources are cited in the paper but are *not* included in the references page.
- Format each entry according to the type of source: periodical, book, Web site, and so forth.
 - Add a period and a single space after each element in an entry (author, date, title, and so on) and at the end of the entry.
 - Add a single space between elements in an entry.

Reference Examples for Periodicals

Example 16 Journal Article, No Author

Capitalize proper nouns, the first significant word of the title, and the first word following a colon.



Example 17 Journal Article, One Author

Hansel, S. (1999, November 22). A freeing frenzy made for consumers. *E-commerce*, 22, 10-13.

List last name of author, followed by initial(s) and period.

Example 18 Magazine Article, Multiple Authors

Identify all authors by name. Do *not* use *et al.* in references

Rubin, R., & Beddingfield, K. (1996). A look behind the listings. *U.S. News and World Report*, 121(9), 56-58.

For multiple authors, use commas to separate the names and a comma and ampersand (&) before the last author.

Example 19 Newspaper Article, More Than One Author

Follow the magazine format for multiple authors.

Graham, C., & Dempsey, M. (2007, February 13). Hispanic workers suffer during boom. *The Arizona Republic*, pp. D1, D3.

Add year, month and day in parentheses following the author(s) names.

Reference Examples for Nonperiodicals

Example 20 Article or Chapter in an Edited Book

- Provide title or article or chapter, followed by *In* and publication information for edited book.

- Provide city and post office abbreviation for the state, followed by a colon. (Well-known cities, such as Boston, do not require the addition of the state.)

Herberg, P. (1989). Theoretical foundations of transcultural nursing. In J. S. Boyle & M. M. Andrews (Eds.), *Transcultural concepts in nursing care* (pp. 3-92). Glenview, IL: Scotts, Foresman/Little Brown College Division.

End with the publisher.

Example 21 Book, One Author

Follow rules of capitalization for periodical titles.

Cockerham, W. C. (1992). *Medical sociology* (5th ed.). Englewood Cliffs, NJ: Prentice Hall.

If the book has an edition, enclose the lower-case abbreviation in parentheses following the book title.

Example 22 Work by a Group Author

<p>The National Coalition of Hispanic Health and Human Services Organizations. (1990). <i>Delivering preventive health care to Hispanics: A manual for provider</i>. Washington, DC: Author.</p>	<p>The name of the organization is used in place of authors' names.</p>
	<p>The word <i>Author</i> follows the city instead of a publisher's name.</p>

Example 23 Reference Book

Follow rules for book references.

<p>Famighetti, R. (Ed.). (1995). <i>World almanac and book of facts 1996</i>. Mahwah: Funk & Wagnalls.</p>	<p>Start with the author's name, if provided.</p>
--	---

Electronic Sources

- When citing references from electronic sources, use the same elements for the entry as for print sources.
- Specify the source's path (full Web address) and date of access (the date you visited the Web site).

Example 24 Web Site

Follow periodical rules for author and title.

Brown, B. (n.d.) *Model for ethical analysis of a case study*. Retrieved February 13, 2006, from <http://www.chass.utoronto.ca/philosophy/phlwrite/brown2.html>

If no date is provided, use *n.d.* in parentheses.

Identify the date information was retrieved, followed by the complete URL (*not* underlined).

Example 25 Journal Article From Database, One Author

Format is similar to a periodical reference example.

Breeze, J. (1998). Can paternalism be justified in mental health care? *Journal of Advanced Nursing*, 28(2), 260-265. Retrieved February 13, 2007, from EBSCOhost database.

Provide date retrieved and name of database.

Example 26 Journal Article From Database, Two Authors

Follow rules for more than two authors in periodical reference examples.

Ganong, L. H., & Coleman, M. (1987). Stepchildren's perceptions of their parents. *Journal of Genetic Psychology*, 148(1), 5-17. Retrieved February 13, 2007, from EBSCOhost database.

Example 27 Journal Article From Database, Multiple Authors

Follow rules for multiple authors in periodical reference example.

Pescosolido, B. A., Monahan, J., Link, B. G., Stueve, A., & Kikuzawa, S.
(1999). The public's view of the competence, dangerousness, and need
for legal coercion of persons with mental health problems. *American
Journal of Public Health*, 89(9), 1339-1345. Retrieved February 13,
2007, from EBSCOhost database.

Provide date
retrieved and
name of
database.

Example 28 University Web Site

Follow rules for Web site reference.

Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993).
*Technology and education: New wine in new bottles: Choosing pasts and
imagining educational futures*. Retrieved August 24, 2000, from
Columbia University, Institute for Learning Technologies Web site:
<http://www.ilt.columbia.edu/publications/papers/newwine1.html>

Provide date
information
was retrieved,
name of
university
and
department,
and complete
URL (not
underlined).

Example 29 Document Listed in aXcess

Axia College of University of Phoenix. (2007). Persuasive messages.
Retrieved February 14, 2007, from Axia College, Week Five reading,
aXcess, COM140—Contemporary Business Communication Course
Web site.

List the name of
the college first,
followed by the
year in
parentheses.

Identify the
week and
type of
document.

End with *from*, the college and
week, *aXcess*, and the number
and name of the course at the
Web site.

Example 30 Computer Program, Software, or Programming Language Reference

Follow the book reference format example.

Stinson, J. (1998). *Linkages* [Computer Programming Language]. Trenton,
NJ: Syntaxine Corporation.

Add the type of software, such as *Computer Programming Language*, in brackets following title.

Example 31 Example References Page

References

Axia College of University of Phoenix. (2007). Persuasive messages.
Retrieved February 14, 2007, from Axia College, Week Five reading,
aXcess, COM140—Contemporary Business Communication Course
Web site.

Breeze, J. (1998). Can paternalism be justified in mental health care?
Journal of Advanced Nursing, 28(2), 260-265. Retrieved March 20,
2002, from EBSCOhost database.

Brown, B. (n.d.) *Model for ethical analysis of a case study*. Retrieved
March 31, 2002, from
<http://www.chass.utoronto.ca/philosophy/phlwrite/brown2.html>

Castex, G. M. (1994). Providing services to Hispanic/Latino populations:
Profiles in diversity. *Social Work*, 39(3), 288-295.

Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993). *Technology
and education: New wine in new bottles: Choosing pasts and
imagining educational futures*. Retrieved August 24, 2000, from
Columbia University, Institute for Learning Technologies Web site:
<http://www.ilt.columbia.edu/publications/papers/newwine1.html>

Cockerham, W. C. (1992). *Medical sociology* (5th ed.). Englewood Cliffs,
NJ: Prentice Hall.

Famighetti, R. (Ed.). (1995). *World almanac and book of facts 1996*.
Mahwah: Funk & Wagnalls.

Ganong, L. H., & Coleman, M. (1987). Stepchildren's perceptions of their
parents. *Journal of Genetic Psychology*, 148(1), 5-17. Retrieved

References
are
alphabetized
by last name
of authors,
with no titles
except for *Jr.*

Identify all
authors by
name. Do
not use *et
al.* in
references
page.

Graham, C., & Dempsey, M. (2007, February 13). Hispanic workers suffer during boom. *The Arizona Republic*, pp. D1, D3.

Hansell, S. (1999, November 22). A feeding frenzy made for consumers. *E-commerce*, 22, 10-13.

Herberg, P. (1989). Theoretical foundations of transcultural nursing. In J. S. Boyle & M. M. Andrews (Eds.), *Transcultural concepts in nursing care* (pp. 3-92). Glenview, IL: Scotts, Foresman/Little, Brown College Division.

Kossek, E. E., & Nichol, V. (1992). The effects of on-site child care on employee attitudes and performance. *Personnel Psychology*, 45, 485. Retrieved Nov. 6, 1999, from EBSCOhost database.

The learning portfolio: Reflective practice for improving student learning. (2006). *Teaching Theology and Religion*, 9(1), 53-54.

The National Coalition of Hispanic Health and Human Services Organizations. (1990). *Delivering preventive health care to Hispanics: A manual for providers*. Washington, DC: Author.

Pescosolido, B. A., Monahan, J., Link, B. G., Stueve, A., & Kikuzawa, S. (1999). The public's view of the competence, dangerousness, and need for legal coercion of person with mental health problems. *American Journal of Public Health*, 89(9), 1339-1345. Retrieved March 30, 2002, from EBSCOhost database.

Rubin, R., & Beddingfield, K. (1996). A look behind the listings. *U.S. News and World Report*, 121(9), 56-58.

Use a hanging indent for all entries: First line is flush left; next lines are indented five spaces.

If no author provided, alphabetize reference under the title. Volume number 9 italicized; issue number 1 in parentheses, followed by page numbers. Capitalize first word of article title or book title but all important words of periodical title.

Stinson, J. (1998). *Linkages* [Computer Programming Language]. Trenton,
NJ: Syntaxine Corporation.

CHAPTER 3: ADDITIONAL RESOURCES

This handbook contains only common examples of in-text citations and references.

For more information, review the following resources:

- APA information at the Center for Writing Excellence on the Axia College Student Web site at <http://www.apollolibrary.com/cwe/pdfs/AXIASampleAPAResources.pdf>
- The Axia College Writing Resources Web Site at <http://bcs.bedfordstmartins.com/axia/>
 - The Bedford Research Room at <http://www.bedfordstmartins.com/researchroom/>
 - Diana Hacker's Research and Documentation Online at http://www.dianahacker.com/resdoc/p04_c09_o.html
- The Web site of the style guide for the American Psychological Association (APA) at <http://www.apastyle.org/elecref.html>