

WRITING GUIDELINES

APA FORMAT

- The author used APA format (12 pt font, Times New Roman, 1 inch margins) for the paper along with APA (in-text and works cited) citations
- The quotations were (if required) properly cited
- References follow APA format:
 - All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
 - Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.
 - Reference list entries should be alphabetized by the last name of the first author of each work.
 - For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
 - Present the journal title in full.
 - Maintain the punctuation and capitalization that is used by the journal in its title. For example: *ReCALL* not *RECALL* or *Knowledge Management Research & Practice* not *Knowledge Management Research and Practice*.
 - Capitalize all major words in journal titles.
 - When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
 - Italicize titles of longer works such as books and journals.
 - Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections

ORGANIZATION

- The paper followed the paper maximum guidelines per section
- The author provided an introduction that summarized the paper
- Bold headers (signposts) were used to distinguish each content-related section of the paper
- The author organized his/her thoughts logically. There was a clear plan for the order of the body paragraphs (i.e., order of importance, chronology in the story, etc.)
- Each body paragraph included specific information from the text that supports the topic sentence
- Each body paragraph had a clear topic sentence that was related to the main idea of the essay
- There was no important material left unsaid
- There was repetitious or unnecessary material
- The author used transitional phrases between new thoughts. Each body paragraph transitioned smoothly to the next.

MECHANICS

- The author stayed in first, second or third person point of view throughout
- The author used a consistent tense (past, present or future) throughout (or changed in a purposeful manner)
- The author varied the length of his/her sentences
- The author avoided using clichés' or informal words
- The author use commas appropriately

- The author avoided using contractions (e.g. I am instead of I'm or they are instead of they're)
- Pronouns match the nouns they are replacing (for example, students/they; Carol/she; Bob/he)
- The was spelling correct