

Guidelines for Typing Term Paper

Title Page

1. The first page should contain the name of the institution, the name of the division, the full title of the paper, course number, module number, tutor's name (IP Kam Hee), student's name and number, and the date of submission.
2. The title of the paper is neither underlined nor entirely placed in capitals. If the title takes up two or more lines, position the extra lines so as to form a double-spaced inverted pyramid, with each line centered on the page.

Text of the Paper

3. Do not submit the paper inside a folder. Simply staple the pages together and submit the paper as a loose-leaf manuscript.
4. The paper should be neatly typed on one side only of heavy (70/80 grams), white, 8.5 x 11 inches paper (A-4 size). Do not use half sheets or strips of paper glued, taped, or stapled to the pages.
5. All pages must contain 1 to 1.5-inch margins on all sides.
6. Double-space the text, including quotations.
7. Begin each new paragraph by indenting five spaces, type all other lines starting from a uniform left margin.
8. Number pages, including the first, consecutively in the upper right-hand corner of the paper.
9. Use pica (large) typeface or elite (small) typeface. Script type and other artistic typefaces are unacceptable.
10. Normal paragraphing must be used throughout the paper. If the paper contains subdivisions, use subtitles either centered on the page or aligned with left margin. Underline but do not capitalize subtitles. Separate subtitles from the last line of the previous section by quadruple spacing.
11. Strictly observe the length of the paper (around 1000 words in English) and print the number of words at the end of the written reflection.

Citations in Text

(Source: Dr. D. LOK of Department of Applied Social Studies, CityU of Hong Kong)

1. If the author is cited directly, the date follows the author citation in parentheses:

Nimbus (1962) found that cloud formations can be used to predict person's moods.

2. If the author is cited indirectly, both the author's name and the date are placed in parentheses:

It has been found that cloud formations can be used to predict person's moods (Nimbus, 1962).

3. If the date is mentioned in the text, it need not be repeated in parentheses:

In 1962, Nimbus found that cloud formations can be used to predict peoples' moods.

4. If a work is cited more than once on the same page or within a few pages, the date need not be repeated:

Nimbus's (1962) work on cloud formations and mood has received little attention. The lack of attention may be due to Nimbus's opening sentence: "Only a fool would take the work reported here seriously" (p.1).

5. Multiple reference to work of the same author published in the same year are assigned lowercase letters to distinguish them when they are cited. The letters should be assigned alphabetically by title name:

Snow (1964a) has concluded that precipitation can dampen people's spirits. Snow (1964b) has argued that frozen precipitation is most demoralizing.

6. If a work has just two authors, cite both names and the date ever time:

Mcleod and O'Dowd (1962) found an artifact in Nimbus's (1962) study. (First citation)

Mcleod and O'Dowd (1962) corrected the artifact. (Later citation)

7. If a work has more than two authors, cite all names and the date the first time; in later citation, only cite the first author, followed by “et al” and the date:

McLeod, O’Dowd, and Giroud (1967) found no relation between cloud formations and mood. (First citation)

McLeod et al, (1967) did not investigate cloud formations during tornados or hurricanes, however. (later citation)

8. If citations with multiple authors are made directly, the names of the authors are connected by “and.” If citations are made indirectly, the names of the authors are connected by “&”:

McLeod and O’Dowd (1962) found the artifact.

An artifact was discovered (McLeod & O’Dowd, 1962).

9. If more than one author with the same surname, include each author’s initials in the text:

S. Jones (1973) disagreed with the interpretations drawn by E.Jones (1970).

Reference List (APA style)

1. Start the reference list on a new page, regardless of how much blank space is left on the last page of the paper.
2. Center the title “References” on the page. Leave four spaces between the title and the first entry.
3. List all entries in alphabetical order.
4. Indent the second line of each entry 3 spaces.
5. Double space throughout the reference list.
6. Name(s) of author(s) in inverted order, with only the initials of first and middle names.
7. Year of publication in parentheses, followed by a period.
8. Title of the book, underlined, with only the initial letter of the first word capitalized, followed by a period. (In two-part titles separated by a colon, the initial letter of the first word in the second title is also capitalized).
9. Place of publication, followed by a colon.
10. Name of publisher, followed by a period. (The name of the publisher is listed in as brief a form as is intelligible. Terms like Publisher, Co., and Inc. are omitted. However, names of university presses and associations are spelled out).

Suggested Readings

American Psychological Association (1994). Publication manual of the APA. (4th ed.) Washington, DC: American Psychological Association.

Gelfand, H., & Walker, C.J. (1991). Mastering APA style. Washington, DC: American Psychological Association.

Sternberg, R.J. (1988). The psychologist’s companion: A guide to scientific writing for students and researchers. (2nd ed). Cambridge: Cambridge University Press.

Turabian, K.L. (1987). A manual for writers of term papers, theses, and dissertations. (5th ed.) Chicago: University of Chicago Press.

REFERENCES

A. Authored Book (One or More Authors)

Colombo, J. (1993). Infant cognition: Predicting later intellectual functioning. Newbury Park, CA: Sage.

Elliott, D.S., Huizinga, D., & Ageton, S.S. (1985). Explaining delinquency and drug use. Beverly Hills, CA: Sage.

B. Edited Published Work (One or More Authors)

Vernon, P.A. (Ed.). (1987). Speed of information processing and intelligence. Norwood, NJ: Ablex.

Detterman, D.K. (1987). What does reaction time tell us about intelligence? In P.A. Vernon (Ed.), Speed of information processing and intelligence (pp. 177-199). Norwood, NJ: Ablex.

C. Journal Article

Jensen, A.R. (1992). The importance of intraindividual variation in reaction time. Personality and Individual Differences, 13, 869-881.

D. Chapter in Multivolume Edited Series

Kagan, J. (1998). Biology and the child. In N. Eisenberg (Ed.) W. Damon (Series Ed.), Handbook of child psychology: Vol. 3. Social, emotional, and personality development (pp. 177-235). New York: Wiley.

Fagan, J.F., & Singer, L.T. (1983). Infant recognition memory as a measure of intelligence. In L.P. Lipsitt (Ed.), Advances in infancy research (Vol. 2, pp. 31-78). Norwood, NJ: Ablex.

E. Monographs

Blass, E.M., & Ciaramitaro, V. (1994). A new look at some old mechanisms in human newborns: Taste and tactile determinants of state, affect, and action. Monographs of the Society for Research in Child Development, 59 (1, Serial No. 239).

Thompson, R.A. (1994). Emotion regulation: A theme in search of a definition. In N.A. Fox (Ed.). The development of emotion regulation: Biological and behavioral considerations. Monographs of the Society for Research in Child Development, 59 (2-3, Serial No. 240).

F. Doctoral Dissertation

Hampson, J. (1989). Elements of style: Maternal and child contributions to referential and expressive styles of language acquisition. Unpublished doctoral dissertation, City University of New York.

Fildis, D. (1977) Perceptions of control by parents of handicapped children (Doctoral dissertation , University of Michigan, 1976). Dissertation Abstracts International, 37, 6399A.

G. Report

U.S. Department of Justice, Federal Bureau of Investigation (1990, April), Age-specific arrests rates and race-specific arrest rates for selected offenses, 1965-1988. Washington, DC: Author.

H. Newsletter

Good, W.V. (1992). Cortical visual insufficiency. Awareness (Newsletter of the National Association for Parents of the Visually Impaired). Summer, 1992.

I. Mass Media Article (Magazine or Newspaper)

Rowan, R. (1979, August 13). Where did that rumor come from? Fortune, pp. 130-137.

Sexton, J. (1990, January 14). Rumors have effect on Rangers. The New York Times, Section, pp. 1, 4.

J. Unpublished Manuscript

Hollingshead, A.B. (1975). The four-factor index of social status. Unpublished manuscript, Yale University, New Haven, CT.

K. Paper Presented at a Meeting

Pearson, B.Z., & Umbel, V. (1996, July). The relationship between narrative and linguistic skills in English and Spanish among Hispanic school children in Miami. Paper presented at the VIIth International Congress for the Study of Child Language, Istanbul, Turkey.

L. Proceedings

Hops, (in press). Intergenerational transmission of depressive symptoms: Gender and development considerations. In C. Mundt, M. Goldstein, K. Hahlweg, & P. Fielder (Eds.), Proceedings of the Symposium of Interpersonal Factors in the Origins and Course of Affective Disorders. London: Royal College of Psychiatrists.

M. Foreign Language

Zhu, Z.X. (Ed.). (1982). Issues in child developmental psychology (in Chinese). Beijing: Beijing Normal University Press.

Paci, M. (1982). La struttura sociale italiana [Italian social structure]. Bologna, Italy: Mulino.

N. Work in Press

Crick, N.R., Wellman, N.E., Casas, J.F., O'Brien, K.M., Nelson, D.A., Grotper, J.K., & Markon, K. (in press). Childhood aggression and gender: A new look at an old problem. In D. Bernstein (Ed.), Nebraska Symposium on Motivation: Vol. 44. Lincoln: University of Nebraska Press.

Crick, N.R., & Bigbee, M.A. (in press). Relational and overt forms of peer victimization: A multi-informant approach. Journal of Consulting and Clinical Psychology.

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