

Attachment

American Psychological Association Writing Style

1. Typeface:

Use the following typeface: 12-pt Times Roman or 12-pt Courier.

2. Double-spacing:

Leave one full-size line blank between each line of type on the page.

3. Margins:

Leave uniform margins of at least 1 in. at the top, bottom, left, and right of every page.

4. Page numbers:

Number all pages, including the cover page, in Arabic numerals in the upper right-hand corner.

5. Paragraphs and indentation

Indent the first line of every paragraph.

6. References:

References cited in text must appear in the reference list, each entry cited in the reference list must be cited in text. The reference list must be double-spaced, and entries should have a hanging indent and in alphabetic order.

Examples:

a. Journal articles:

Nemec, P., McNamara, S., & McCarthy, H. (1998). Meet our students face-to-face? *Rehabilitation Education, 12*, 361-365.

b. Books:

Rudestam, K. E., & Schoenholtz-Read, J. (2002). *Handbook of online learning*. Thousand Oaks, CA: Sage Publications.

c. Book chapters:

Stevens-Long, J., & Crowell, C. (2002). The design and delivery of interactive online graduate education. In K. E. Rudestam & J. Schoenholtz-Read (Ed.), *Handbook of online learning: Innovations in higher education and corporate training* (pp. 151-169). Thousand Oak, CA: Sage Publications.

d. Information retrieved from the Internet:

National Clearinghouse for Rehabilitation Training Materials (2004, April). *Rehabilitation counseling courses via distance learning*. Retrieved from <http://www.nchrtm.okstate.edu/> .

e. Information from the instructor's lecture notes:

Hampton, N. Z. (2005, Summer). *Lecture notes: Introduction to Disability/Rehabilitation with Asian/Pacific Islander Americans*, University of Hawaii.