


each topic adequately and also without boring your reader. More text here more text here more text here. More text here more text here more text here. More text here more text here more text here. More text here more text here more text here. More text here more text here more text here. More text here more text here more text here. More text here more text here more text here. More text here more text here more text here. More text here more text here more text here. More text here more text here more text here.

In your papers you may not always want to use direct quotations. When you paraphrase, you still need to use a citation. For instance, if I'm thinking about attitudes towards education, I could tell you that Bunt and Yang (2002) examine the Adult Attitude Toward Continuing Education Scale (AACES) to determine its effectiveness. This one only requires a year citation because I mentioned the authors in text, followed the mention directly with what they said, and they are listed on the References page. However, if I tell you that the attitudes of college students are more easily influenced by peers than faculty norms (Milem, 1998), then this one requires the author's name in a citation because I didn't mention it in text. Neither requires a page number because they are not direct (word-for-word) quotations.

Finally, remember to choose a topic that you like for your paper. It is much harder to get writer's block when you are interested in what you are writing. Remember also that your instructor has the last word. If your instructor wants to modify these guidelines for your class, then he or she has the right to do so. Make sure to ask your instructor for guidance on how to construct and write your paper. Put your reference page on a separate page at the end.



Use a ragged right margin (left justified) rather than an even right margin (full justified). To do this, place your cursor in the paragraph and select **Format | Paragraph** from Microsoft Word's main menu, and in the drop-down box beside **Alignment**, choose **Left**.

Use a hanging indent for your references. Either click and drag the bottom margin on the ruler bar, or select **Format | Paragraph** from the main toolbar. Under **Special** there is an option for a hanging indent.

References

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Alphabetize your references by author.