The standard for writing papers in college is higher than that of high school, so it is imperative to learn new skills in order to be successful. At the same time, learning to write is a process that you will refine throughout your time at Vanguard. In order to assist you in this endeavor, we are providing this guide for your reference.

Vanguard uses a modified APA writing style. This style sheet will give an overview of the expectations for writing assignments at Vanguard College. However, you should refer to either the *APA Publication Manual* (2009) in the library or a freeware summary pdf document of APA style can be obtained at [http://www.docstyles.com/archive/apacrib.pdf](http://www.docstyles.com/archive/apacrib.pdf). Be sure you check a guide even at the beginning of researching for a paper; plagiarism is a serious offense and without the proper information and documentation you may be unknowingly creating yourself a lot of trouble and time obtaining the proper information.

The following areas will be covered in this style sheet:
- **Page Setup**
- **Title Page**
- **Abstract/Thesis Statement/Outline**
- **Citations**
- **References/Bibliography**

**Page Setup**
All your papers should be written with the following page requirements:
- **Font**: Times New Roman, *Verdana*
- **Font Size**: 12 point, *10 point*
- **Spacing**: double space
- **Margins**: 1” around

Revised September 1, 2010
Title Page
All assignments should be prefaced with a title page, which includes the actual title that articulates the main idea of the paper, the student’s name and box number, the name of the instructor to whom the paper is submitted, the course for which it is a requirement, the school, and the date. A general guide to formatting follows:

1" from the top of page:

THE TITLE IS TO BE WRITTEN IN CAPS
USING AN INVERTED PYRAMID
(Double-space)

4" from the top of the page:

Name
Box #

6.5" from the top of the page:

Instructor
Class name and number
A paper presented in partial fulfillment
Of the requirements for the degree of Bachelor of Arts
Vanguard College
[Date]
Depending on instructions, you may be required to submit an abstract, a thesis statement, and/or an outline.

An abstract is simply a one paragraph summary of the paper. A thesis statement is a single sentence that presents your argument to the reader. It explains how you will interpret the significance of the subject matter under discussion.

Subject: Why Christians and Muslims fought so hard with each other during the middle ages.
Thesis: Even though Christians and Muslims were supposedly fighting for religious dominance in the medieval world, their motives were strongly affected by the desire for land and economic power.

An outline gives the structure of your paper, showing the logical progression of your argument.

- **Alphanumeric outline**: uses Roman numerals and numbers to divide main ideas and supporting points
- **Full Sentence**: requires that a full sentence be written for each main idea and supporting point
- **Jot notes**: rough outline, requiring only brief notes to organize thoughts and jog one’s memory, uses point form

**Citations**
The need for citations arise in order (a) to enable both the writer and the reader to retrace the steps of the research, (b) to establish the credibility of what is written (it isn't simply the writer's opinion or a figment of his imagination), and (c) to avoid plagiarism. One of the most common errors is paraphrasing another's work without appropriate citation. Even when you submit a part of your own work in another assignment, it must be referenced or it is considered plagiarism. When in doubt, cite it!

An in-text citation is placed in parentheses after the sentence that the citation supports. It must include:

**Book/Article/Journal**:
- Author's last name (no initials), year of publication, and page number

Example 1: Many students struggle with the transition between high school and college because they do not know “how to get a handle on the amount of time it takes to get studying done” (Kovach, 2009, p. 10).

Example 2: Kovach said the biggest struggle for students transitioning from high school to college is that they do not know “how to get a handle on the amount of time it takes to get studying done” (2009, p. 10).

Example 3: In 2009 author K. Kovach stated “how to get a handle on the amount of time it takes to get studying done” is the biggest problem for students transitioning from high school to college (p.10).

**Webpage**
- Author’s last name or web title, year

Example: Ensuring you are citing and referencing properly are important because “plagiarism is not always a black and white issue” (plagiarismdotcom, 2010).

**A full reference must always be given at the end in the bibliography.**

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Referencing/Bibliography

Your bibliography should be:
- Alphabetized by authors last name
- Formatted with a hanging indent (1/2 inch, or Tab after first line)
- Rather than giving only a works cited as most handbooks state, please give a full bibliography of all works referenced (regardless of whether they are cited or not).

<table>
<thead>
<tr>
<th>Source</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Books</strong></td>
<td>Author Surname, First Initial. Second Initial. (Year). Book Title: Subtitle. Place of publication: Publisher.</td>
</tr>
<tr>
<td><strong>Media</strong></td>
<td></td>
</tr>
<tr>
<td>Webpage (general format)</td>
<td>Author Surname, First Initial. (Last updated or copyright date, if unknown put n.d.). <em>Title of specific page</em>. Retrieved date of retrieval from URL</td>
</tr>
</tbody>
</table>

Notes:
- The last name of authors/editors is given with only initials.
- The period is the norm after each section of a reference.
- APA style has distinctive capitalization. Book titles are capitalized as you would a sentence. All major words in a journal are capitalized and italicized (e.g., *Journal for the Study of the New Testament*).
- **For extra aid see [http://owl.english.purdue.edu/](http://owl.english.purdue.edu/) or www.bibme.org

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