


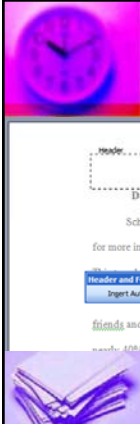
Formatting

- Margins
 - One inch left/right, top/bottom (does not include headers or footers)
- Justification
 - Left justification for bodies of text (never full)
- Spacing
 - Single space for our paper

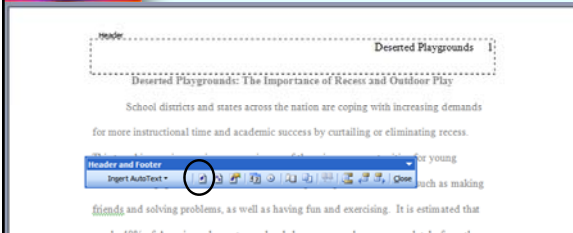



Formatting Continued

- Page Header
 - View Header/Footer (Office 2003) or Insert Header/Footer (Office 2007)
 - Type the first two or three words of the title (capitalized) in the right hand corner followed by five spaces and the page number




Page Headers

Formatting Continued

- Series
 - If more than two in a series, add comma before and/or
 - Example: equipment, supplies, and facilities
- Numbers in text
 - Spell out numbers under 10 (one, two, three)
 - Any number that begins a sentence should be spelled out




Using Non- Biased Language

- Appropriate level of specificity
 - Example: do not use "man" for both men and women
- Sensitivity to labels
 - Respect people
 - Avoid labels when possible (elderly, LD group, etc.)
 - Put person first – a person who is blind




Non-Biased Language Continued

- Racial and ethnic identity
 - Respect and sensitivity
 - Racial and ethnic groups are designated by capitalization
 - Asian American
 - Latino
 - Find out what is expected




References

- Honor Code issue
 - When in doubt – reference!!!!
 - If it is not common knowledge, reference!!!
 - You are giving credit for someone else's work and ideas




Quotations

- Short Quotations (less than 40 words)
 - Incorporated in text and enclosed by double quotation marks.
 - Citation must include authors, publication year, and page/paragraph number)
 - Example: Payne, Mowen, and Montoro-Rodríguez (2006, p. 41) found that "those who reported socializing with friends once per week or more had the highest perceived mental health scores."




Quotations Continued

- Long Quotations
 - Display quotes of 40 words or more in an indented block (1/2 inch from left margin) with no quotation marks.




Perhaps the rapid decline of recess is due in part to our own ambivalence towards play, recreation, and leisure. Play is most closely associated with behavior of children, recreation with specific activities like sports, and leisure as free time away from work or other obligations. While these concepts are often used interchangeably, they are actually much deeper and complicated than they appear on the surface. Kraus (2001, p. 32) defined play as:

... a form of human or animal activity or behavioral style that is self-motivated and carried on for intrinsic, rather than external, purposes. It is generally pleasurable and is often marked by elements of competition, humor, creative exploration and problem solving, and mimicry or role playing. It appears most frequently in leisure activities, but may also be part of work. It is typically marked by freedom and lack of structure, but may involve rules and prescribed actions, as in sports and games.




References

- Two different types of references
 - In text
 - Quotation – word for word
 - Non-quotation – information, idea, data, etc
 - Reference sheet at back of paper, report, program



References

- In text
 - Author's name and year of publication; if a quote, have the page number
 - Examples
 - Van Patten (2006) stated "that you will be great professionals" (p. 6).
 - Wagstaff (2005) found that the students majoring in Recreation, Parks and Tourism were very bright.



References

- On reference list
 - Author's last name, initials, period. (year). Name of book (only first word capitalized), underlined or *italics*. (ed.). City, State: Publisher.
 - Reference list – alphabetical listing, with first line at margin and rest indented.