



***Student Guide for  
Cooperative Education Term Papers  
Based on APA<sup>th</sup> Edition***

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## Student Guide for Cooperative Education Term Papers

The following guide is intended to assist students enrolled in Skagit Valley College Cooperative Education classes. It is intended to provide a standard for all mid-term and final summary papers required for the class.

*Place page header short title] blank spaces left of page number one half inch from the*

A Guide

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Running head: A GUIDE TO WRITING

*One inch from top*

A Guide to Writing A Cooperative Education Term Paper

Jim Jolly

Skagit Valley College

### Abstract

This paper describes the format for term papers for Cooperative Education classes at Skagit Valley College. The format for the cover page, abstract and body of the report is presented both by example and explanation. The guidelines presented are from the *Publication Manual of the American Psychological Association (APA)*, 5<sup>th</sup> edition, 2001. The abstract is a concise explanation of what the term paper is about. The abstract is not required for Cooperative Education term papers but can be included for practice in writing college-level papers. The abstract should not exceed 120 words. The abstract is only one paragraph and the first line is not indented. Use standard one-inch margins with a Courier New font with a size of 12.

A Guide To Writing A Term Paper

This paper presents g de

the left of the page number. The first letter of each word of the short title is capitalized except for articles (words such as a, and, the, & to) which are capitalized only if they are the first word of the title. The short title appears on all pages of the paper.

#### *Page Number*

The page number is typed one inch from the right edge of the paper and one-half inch from the top of the paper. (APA allows the option of placing the page number two lines below the short title, but it is recommended that the format example shown in this guide be utilized.) All pages of the paper, including the title page, abstract and body will be numbered successively. All page numbering should be in Arabic numerals.

#### *The Running Head*

The running head is typed in all capital letters, one inch from the top of the paper and one inch from the left edge of the paper (see page one of this guide for an example). The running head is an abbreviated title that is printed at the top of the pages of a published article. The head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words. A distinction between the running head and the short title is that the short title is used during the review process, while the running head is used when the paper is published.

*The Title*

The title of the paper is typed in uppercase and lowercase letters, centered horizontally and in the middle of the page. Multiple line titles should be double-spaced. Main words in the title have their first letter capitalized and the remainder of the letters are lowercase. Articles are not capitalized unless they appear as the first word in the title. The title should be a concise description of the paper. The title should be 10 to 12 words in length.

*The Author*

The author's name is typed in uppercase and lowercase letters, centered horizontally, and typed one blank line double-spaced) below the title. Omit all titles and degrees except for Sr., Jr., III, and so forth. The institution to which the paper is being presented (Skagit Valley College) is typed in the same fashion and is typed one blank line (double-spaced) below the author.

*The Abstract**Format*

The abstract is page two and is typed in block form (with no indentation and in one paragraph). The short title and page number should be typed in the same location as on the title page. The abstract should have "Abstract" centered horizontally,

typed in uppercase and lowercase, one inch from the top of the page. The text of the abstract should be double-spaced and start one blank line (double-spaced) below the word "Abstract" and have one-inch margins on the left, right, and bottom. See page two of this guide for an example.

### *Content*

The abstract should be a brief, comprehensive summary of the contents of the paper. The abstract should be accurate, self-contained, concise, specific, non-evaluative, coherent, and readable. It should not exceed 120 words in length.

### The Body of the Paper

The body of the paper is typed double-spaced with one inch margins on all four sides (see page three of this guide for the dimensions). The purpose of the margins is to allow room for the reviewer to write comments on the paper. The first line of every paragraph (except single block quotations) is typed indented five to seven spaces. The paper should be typed in Courier New 12 if using a word processor and elite (12 characters per inch) if using a typewriter. The text should be no more than 27 lines. The first page of the body of the paper has the title of the paper centered horizontally, typed in uppercase and lowercase letters, one inch from the top of the page. The right-hand margin should not be right-justified or blocked. Words should



not be hyphenated at the end of the line. Additionally, all periods, commas, colons, and punctuation marks at the end of a sentence are followed by a single space (except in abbreviations such as U.S. or around colons used in ratios such as 2:1).

### *Headings*

Different sections of the paper are separated by headings. The number of headings will depend on the number of Learning Objectives the student needs to address. The title on the first page of the body of the paper is not counted as a level of heading. Examples of typical levels of headings are:

#### Level 1

##### Learning Objectives

Level 1 headings are centered horizontally and typed in uppercase and lowercase letters.

#### Level 2

##### *Objective 1*

Level 2 headings are typed beginning at the left margin, using italicized, uppercase and lowercase letters.

#### Level 4

##### *Original Objective.*

Level 4 headings are typed indented from the left margin, in lowercase letters, italicized, and end with a period.

### *Abbreviations*

Abbreviations and acronyms should be avoided and used only when a word or acronym is used repeatedly. Write out words such as television rather than use TV. Abbreviations such as i.e., e.g., and etc. should not be used in the body of the text. They should be written out as the English words "that is", "for example", and "and so forth", respectively.