

# ICSW STYLE MANUAL

29 April 2009

Institute for Clinical Social Work  
Chicago, Illinois

## PREFACE

This manual applies to class assignments, dissertations, and other documents submitted to the faculty of the Institute for Clinical Social Work.

Insofar as is practicable, ICSW style follows the *Publication Manual of the American Psychological Association*, commonly referred to as the “APA style manual.” Students are expected to be familiar with the APA style manual even though the *ICSW Style Manual* takes precedence for all student work submitted to the Institute. The reason for this is that the APA style manual is designed as a guide for the submission of manuscripts for publication to make them easy to edit. Even APA does not follow their style manual exactly for the production of their *Publication Manual*. The *ICSW Style Manual* is designed to produce a clean and legible final document.

For more specific information or material not dealt with in the *ICSW Style Manual*, see, in order of preference:

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5<sup>th</sup> ed.). Washington, DC: Author.

Turabian, Kate L. (1996). *A manual for writers of term papers, theses, and dissertations* (6<sup>th</sup> ed.). Chicago: University of Chicago Press.

University of Chicago Press. (2003). *The Chicago manual of style* (15<sup>th</sup> ed.). Chicago: Author.

### NOTE

**Please report any errors or omissions in the *ICSW Style Manual* to**

**olderr@ameritech.net**

## ABBREVIATIONS

- APA American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5<sup>th</sup> ed.). Washington, DC: Author.
- Chicago University of Chicago Press. (2003). *The Chicago manual of style* (15<sup>th</sup> ed.). Chicago: Author.
- Turabian Turabian, Kate L. (1996). *A manual for writers of term papers, theses, and dissertations* (6<sup>th</sup> ed.). Chicago: University of Chicago Press.

## ALPHABETICAL LISTING

**Abbreviations** In the interest of clarity, use abbreviations sparingly. Abbreviations not so labeled in *Webster's Collegiate Dictionary*, such as IQ, AIDS, and HIV are permitted without explanation. Units of measurement may also be used without explanation (APA, 3.20-3.29). Even if an abbreviation is shown in the List of Abbreviations in the front matter of a dissertation, it still must be defined in the text when it is first introduced. See also **List of Abbreviations**, below.

**Abstract** As part of the front matter of a dissertation, it comes after the title page and copyright notice (if any), and before the acknowledgments. Read APA 1.07 before doing your abstract. The abstract is the part of your dissertation most likely to be seen and is used heavily in indexing and cataloging. The abstract for the dissertation is enumerated with a lower case Roman numeral, centered and 1 inch above the bottom of the page. The title ABSTRACT is in capital letters, and centered 2 inches down from the top of the page.

- Do not exceed one page for a dissertation abstract or 120 words for any other type of document.
- Do not repeat the title in the abstract.
- Put the most important information first.
- Be accurate, concise, and lively.
- Include significant statistics.
- Double space

In addition to the abstract contained in the front of the dissertation, each candidate must submit two loose copies of the abstract. Both must be printed in accordance with the standards for the dissertation, but without page numbers.

**Acknowledgments** As part of the front matter in a dissertation, the acknowledgment page comes after the title page and abstract, and before the table of contents. The page title ACKNOWLEDGMENTS is capitalized, centered and 2 inches from the top of the page. The page is enumerated with a lower case Roman numeral, centered and 1 inch above the bottom of the page.

The acknowledgment page is double-spaced and presented in paragraph form. At the end of the acknowledgments, double-space and place your initials at the right side (not quite flush right) to signal an end to the section. Limit your acknowledgments to one page. Acknowledgments that run over half a page begin to ring insincere. Include only those who professionally helped in your project. However, worthy in other regards, family, friends, religious personages, and pets are not good candidates for inclusion as they may call your scholarly rigor into question.

**Appendix** There may be one or more appendixes in a dissertation. If only one appendix is used, a **half title page** is not needed. Half title pages must be used if there is more than one appendix (Turabian 14.6).

The content of the appendix is included after the half title page. Each page of content must fit within the dissertation margins and follow the numerical sequence of the dissertation text. Generally, a blank copy of all data collection instruments is included in the appendix. Each appendix is noted in the Table of Contents.

**Author's name** It is best to use your name as you use it professionally, or as you have used it in other publications. Don't spell out your middle name if you usually only use an initial. If you don't use your name in a consistent form, it will scatter your body of work, confusing researchers, potential employers, and others.

**Back matter** Material after the main body of the text. It usually includes appendixes and references (APA, 1.39-1.47). The page numbers continue in the same sequence and placement as those of the main body of the text (Turabian, 14.8).

**Bibliography** See **Reference lists; Textual references**

**Binding** Dissertations should be hard bound in navy blue cloth with gold lettering. A maximum of 66 spaces is allowed for the title assuming a normal mix of letters. If you have many wide letters such as Ms or Ws, you will have to use fewer spaces. The space allotted also includes punctuation and spacing between letters. The title on the spine of a dissertation must be the same as on the title page, with the exception that the end may be clipped to make it fit and initial articles may be omitted. Other than initial articles, the first part of a title is never omitted. Your name, titles, academic degrees, or professional qualifications should not be used. You may use the bindery of your choice, but the end product should look similar to other ICSW dissertations. Students have historically had good results from the Koehler Bindery in Chicago. Their website is [www.koehlerbindery.com](http://www.koehlerbindery.com).

**Bold** APA permits bold type only in tables and figures. At ICSW, occasional exceptions may be made for clarity when another type style is not specified. This means that bold is not to be used for headings or subheadings.

### **Capitalization**

- Capitalize all major words in a book or article title in the body of a paper. Prepositions of three or fewer letters, conjunctions, and articles are not capitalized. In reference lists (bibliographies), however, capitalize only the first word and the first word after a colon or dash, and proper nouns (APA, 3.13).
- Job titles are not capitalized unless immediately preceding a person's name: the *dean*, but *Dean Eldridge*; the *president* of the United States, but *President Lincoln*.

- Use a lowercase letter after a colon unless introducing a complete sentence or the subtitle of a book (APA, 3.12).

**CD-ROM** When a dissertation is submitted, the entire contents must also be submitted in Word format in a single file. That is, the front matter with Roman numerals must be in a seamless document with the body of the text, which has Arabic numerals. See **Page numbers**, below.

**Chapter headings** Start 2 inches from top of paper.

**Colon** (APA, 3.04) Do not use a colon after an introduction that is not a complete sentence.

The instructions for the group were,  
When your group has come to agreement, indicate . . .

- Use a one space after a colon.
- Use a lower case letter after a colon, except in a reference citation.
- Stylistically, it is wise to employ colons sparingly in running text since overuse tends to make writing seem convoluted and turgid.

**Comma** A comma never precedes a parenthesis unless a seriation follows. For example,

The subject's choices were (a) working with another participant, (b),  
working with a team, and (c) working alone.

In a series of three or more nouns or noun phrases, insert a comma before the word *and* also *or*, as in: bacon, lettuce, and tomato; Tom, Dick, or Harry; eating lunch, going to the gym, and then going home (APA, 3.02).

**Consistency** Despite all the rules and regulations, there will be many times when you can choose a spelling, name form, or typographical convention. Editors or instructors will often skip over a minor point that is technically in error or susceptible to a quibble, if it is done consistently throughout the work. Inconsistency bespeaks intellectual laxity and invites criticism.

**Copyright notice** Merely printing a copyright notice constitutes a common law copyright. In the academic world, a copyright may hinder the dissemination of your work to other researchers. Very few dissertations are ever commercially published. You may want to consult with faculty or colleagues before printing such a notice. ICSW recommends that you omit this notice. If used, however, the notice should be centered and 3 inches down from the top of the page. The page is counted, but is not noted in the Table of Contents (Turabian, 1.8).

**Dash** Use only to indicate a sudden interruption in the continuity of a sentence. For example, “The two participants—one from the first group and one from the second—were tested separately.” A dash is typed as two hyphens, that is “ - - “. Most word processing programs will make two hyphens into a dash if you do it right. A dash has no space either before or after it (APA, 3.05 & 5.11).

**Dedication** If a dedication is used on a dissertation, it should be brief and need not include the word *dedicated*. *For* is sufficient. Last names and life dates are not needed. Sentimental, humorous, or long dedications may adversely affect the reader’s judgment of your work. Long dedications are a thing of the past. The dedication is placed on a separate page, centered, and 3 inches down from the top of the page. The page is counted, but not shown in the Table of Contents. A dedication, if used, follows the Abstract and precedes the Epigraph (if used) and Acknowledgments (Turabian, 1.9).

### **Dissertation order**

#### Front matter

- Title page
- Copyright statement [optional; consider omitting]
- Abstract
- Dedication [optional]
- Epigraph [optional]
- Acknowledgments [optional]
- Table of contents
- List of tables [if needed]
- List of figures [if needed]
- List of abbreviations [required only if more than three abbreviations not in common use are employed in the text]
- Preface [optional; consider omitting]

Chapter I—Introduction (APA, 1.08)

Chapter II—Literature review, etc.

Chapter III—Study methodology (APA, 1.09)

Chapter IV—Findings/results; may be one or more chapters depending on the study (APA, 1.10). [While there is discretion regarding Chapter IV and all following chapters regarding organization, the first three chapters must be present.]

Chapter V—Discussion, implications, and conclusions (APA, 1.11) [This may have another number depending on number of finding/results chapters.]

#### Back matter

- Appendixes [if needed]

- References [contains all literature cited in the body of the study]

**Dissertation submission** After the dissertation committee has accepted the dissertation for content, submit a corrected clean hard copy to be checked for form. The turnaround time for checking is seldom less than one week. To ensure timely graduation, allow as much time as possible for corrections to be made. It is the rare manuscript that does not need some correcting. If you hire a typist, be careful that they have done dissertation work before and are familiar with APA style. It is common for typists to claim they know APA style even if they don't, and this can lead to grief. It is good to get a recommendation from someone who has had successful experience in having an APA style document typed.

After the dissertation has been accepted for form, submit the following:

- 2 ea. Hardbound copies of the dissertation on 20-24 lb.100% rag or cotton paper.  
See **Binding**, above.
- 1 ea. Loose copy for UMI to copy (Standard copy paper is all that is needed.)
- 1 ea. CD-ROM copy of the dissertation in Microsoft Word format. See **CD-ROM**, above.
- 2 ea. Loose typed extra title pages on 20-24 lb.100% rag or cotton paper
- 2 ea. Loose typed abstracts, without the page numbering on 20-24 lb.100% rag or cotton paper

## Editing

*Content:* Editing for content can only be done by someone who is familiar with the subject matter. It may be a colleague or classmate. Before checking content, however, you should edit for form so the content editor doesn't have to wade through annoying mistakes in grammar and spelling.

*Form:* If you discover an error while writing that may be repeated elsewhere, make a note of it. When the manuscript is done, do a global search with your word processing program for other instances of the same error so they can be corrected. Also, use the global search to correct common mistakes, such as *et al.* without the period, or any mistakes you know you often make. Computer spell-checkers don't catch everything, but are always worthwhile using. Grammar checkers are even less effective, but are still worth using to catch egregious errors.

It is difficult to edit your own material since you know what it was you intended to write and there is a tendency to see that even if you got it wrong on the paper. Nevertheless, print out the entire manuscript and check it over. Mark any mistakes with a red pen (it shows up well), then go back and make any corrections.

Print out the manuscript again and give it to a friend or colleague whom you know to be good at catching errors. It is well to cultivate such people. Don't give them manuscripts that you have not already edited carefully yourself since

that would be taking advantage of them and they might become reluctant to help you again. Another way to drive them away is by arguing with them. Thank them profusely and keep your comments to yourself. The last things to check for are widows (see **Widows** below) and separated ellipsis points (see **Ellipses** below). With a dissertation, ICSW checks content before form, but the dissertation committee will not be impressed with a sloppily executed manuscript.

After the committee has accepted your dissertation for content, make any changes requested. Check spelling and grammar again before submitting your dissertation to be checked for form. You cannot graduate until your dissertation is accepted for form. It is nearly impossible to catch every mistake in a bad manuscript on the first try. If there are too many mistakes, you may have to resubmit your dissertation several times. This usually takes at least a week each time, and can be more. Standard ICSW fees only cover three hours of editing. If you turn in a sloppy manuscript, you can quickly go beyond that and costs can mount up.

See also **Proofreading**, below.

**e.g.** The Latin abbreviation for *exempli gratia*. Use only in parenthetical material; in non-parenthetical material, use the English equivalent, “for example” (APA 3.241). When *e.g.* is used in parenthetical material, it is always followed by a comma (Chicago, 5.202).

**Ellipses** (APA, 3.38 and 5.14).

- The points of an ellipsis have spaces before, after, and between them. For example, “What we require . . . is a new method.”
- If the excised material falls between sentences, use four points. In this case, the first point is actually a period that indicates the end of the leading sentence.
- It is not necessary to use an ellipsis at the beginning or end of a sentence unless it is needed to prevent misinterpretation.
- Split ellipsis points are a common error in manuscripts. If you have used ellipses, it is wise to do a global search for them to ensure that they have remained together after you have done your final editing.
- Because they may be confused with ellipses, do not use dots (...). to indicate a break in thought; that’s what a dash is for.
- Again, because they may be confused with ellipses, do not use dots (...). to indicate that speaker did not complete a thought. End the statement with a period even though it might not be a complete sentence.

**Endnotes** For dissertations or other long student papers, use **footnotes**. Endnotes, however, are preferred for articles submitted for publication (APA, 6.03).

**Enumeration** See **Seriation**, below.

**Epigraph** A quotation at the beginning of a work that has to do with its theme or subject matter. Do not use quotation marks, underlining, or italics for the quotation. The epigraph is single spaced, centered, and entered 3 inches down from the top of the page. The page is counted, but not listed in the Table of Contents (Turabian, 1.10).

**et al.** This is a Latin abbreviation for *et alia*, meaning “and others.” It is almost never spelled out in English. Since *alia* is abbreviated, it must be followed by a period. Omission of the period is a very common mistake (Turabian, 2.26). Use the English equivalent “and others” in running text. “Et al.” may be used in bibliographical references.

**Exclamation point** Use a single space after an exclamation point. Exclamation points should be used primarily to mark an outcry. They easily give a breathless quality to prose, so are generally avoided in formal writing (Turabian, 3.63).

**Figures** The term *figure* includes graphs, flow charts, decision trees, or any other illustration used to depict data or to show some other aspect of the text in a dissertation or paper. Figures are discussed at some length in APA 3.75-3.86.

- Figures are numbered sequentially using Arabic numbers and they must include a title.
- The figure number and title go below the figure, and the number and title are not separated from the figure by a line as it is with a table.
- Figures should be placed on a separate page immediately following the page on which they are mentioned.
- Tables are generally preferred to figures.
- Figures are the only place where san serif type may be used (APA, 3.80).

See also **List of Figures**, below.

**Font** Also called *typeface*. Use a 12 pitch (12 characters per inch) font with serifs for running text, titles, headings, and table titles. Do not use proportional spacing. Ten-pitch type may be used within a table if necessary to make tables fit on a page (APA, 5.08). Sans serif type may only be used in figures and tables (APA, 3.80). See also **Bold; Italics**.

**Footnotes** Footnotes are preferred to endnotes in dissertations and student papers. The reverse is true in articles prepared for publication (APA, 6.03). Footnotes should not include complicated, irrelevant, or nonessential information. They should contain only one idea each. If a footnote is running long, it should probably be integrated into the text (APA, 3.97). All footnotes should be numbered with a superscript Arabic numeral placed immediately after any punctuation except a dash. If there is a dash or no punctuation, then place the superscript numeral immediately after the applicable word or statement (APA, 5.20).

**Foreword** Alternate term for a **preface**.

**Freud references** All Freud references should normally be taken from the *Standard Edition*, edited by J. Strachey (APA, 4.16 #39).

- Bibliographic form:  
Freud, S. (1961). The ego and the id. In J. Strachey (Ed. & Trans.). *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 19, pp. 123-180). London: Hogarth Press. (Original work published 1923).  
[Note that there is no final period after the parentheses.]
- In a variation from APA practice, parenthetical textual references usually need only the original date of publication,  
(Freud, 1923)
- If differing translations or editors are being compared and quoted, use the author and translator together with the original publication date and the date of the translation,  
(Freud/Crick, 1900/1999)  
(Freud/Strachey, 1900/1953)

**Front matter** May also be called *preliminary pages*, or *preliminaries*. Front matter is all the material that precedes the main body of the text. This includes, in order, the Title page, Copyright Statement (if any), Abstract, Acknowledgments (if any), Table of Contents, List of Tables (if any), List of Figures (if any), the List of Abbreviations (if any), and the Preface (if any). Front matter is numbered with lower case Roman numerals, centered on the bottom of the page, 1 inch from the bottom. Note that the title page is always considered the first page of the front matter, but that the number *i* is always omitted. See also **Back matter**.

**Gender** Avoid the generic pronouns *he* and *she*, unless referring to a specific individual. *He/she* or *s/he* should never be used. *He or she* is awkward. Alternating forms as in using *she* one time and *he* the next is confusing. Prefer constructions that avoid gender, or use the third person plural *they* or *their* (APA, 2.13).

**Half title page** Also called a *part title page*. A title page listing only the title of the book or chapter. In a dissertation, half title pages are normally used only in the appendix. Each appendix is introduced by a half title page with the title in capital letters centered in the middle of the page (Turabian, 14.6).

**Headings** (APA, 3.30-3.32). APA numbering and usage can be counterintuitive. Subordination of headings is frequently a source of error. Read section 3.32 of the APA manual to determine how to select heading level.

LEVEL 5, CENTERED UPPERCASE

Level 1, Centered Upper and Lowercase

Level 2, Centered, Italicized, Upper and Lower Case

Level 3, Flush Left, Italicized, Upper and Lower Case

Level 4, Indented, italicized, paragraph heading ending with a period.

One heading: Use Level 1. Most commonly occurs in short papers.

Two levels: Use Level 1 and Level 3. Common in articles.

Three levels: Use Level 1, Level 3, and Level 4.

Four levels: Use Level 1, Level 2, Level 3, and Level 4, in order. Used primarily in multiexperiment studies, monographs, and lengthy literature reviews.

Five levels: Begin with Level 5, then Level 1 though Level 4 in order. Five levels are usually only needed for dissertations.

- All topics of equal importance should have the same level of heading.
- Subheads cannot stand by themselves. If there is a subhead 1, there must be a subhead 2, otherwise, a subhead should not be used.
- There must be four spaces above a subhead (except at the top of a page) and two spaces before the text begins.
- If two or more ranks of subheads are needed following each other, double space between them.

**Hyphen** Used only between a related pair of words, although note that most prefixes are not hyphenated, such as *semistructured*, *nondenominational*, *multimedia*, *antisocial*. It is a common mistake to use a hyphen in place of a **dash**. There is no space before or after a hyphen (APA, 3.11). See also **Seriation**.

**i.e.** The Latin abbreviation for *id est*. Use only in parenthetical material; in non-parenthetical material, use the English equivalent, “that is” (APA 3.241). When *i.e.* is used in parenthetical material, it is always followed by a comma (Chicago, 5.202).

**Indentation** Paragraphs are indented five spaces (APA, 5.08). Long quotes (40 words or more—see **Quotations**, below) are indented five to seven spaces and have single line spacing. The second and subsequent lines of each reference in the Reference list are also indented five to seven spaces.

**Introduction** In a dissertation, this is Chapter 1. In a shorter document, it is usually just the first paragraph. An introduction discusses,

- Why the problem is important
- How the hypothesis and experimental design relate to the problem
- The theoretical implication of the study and how it related to previous work in the area
- What theoretical propositions were tested and how they were derived
- See APA 1.08 for a fuller discussion

**Italics** Use for titles of books and periodicals, periodical volume numbers, and words cited as linguistic examples. Do not use for foreign phrases and abbreviations common in English (that is, those found in *Webster’s Collegiate Dictionary*). Italics may also be used where emphasis might otherwise be lost, but this should be employed judiciously as overuse can lead to a gushy style inappropriate for scholarly work (APA, 3.19). See also **Underlining**, below.

**Justification** Do not justify the right hand side of the text at any time (Turabian, 3.37). The page numbers in the Table of Contents, List of Figures, and List are flush right, which may appear to be justification, but is not.

**Landscape** Having a greater dimension in width than in height. The opposite of portrait orientation. Landscape orientation should be avoided in papers and dissertations. See APA 3.72 for dealing with table size and orientation.

**List of Abbreviations** Part of the front matter in a dissertation, the List of Abbreviations is only required if more than three abbreviations not in common use are employed in the text. The list comes after the List of Tables (if any) and before the List of Figures (if any). The page title LIST OF ABBREVIATIONS is capitalized, centered, and 2 inches from the top of the page. The page is enumerated with a lower case Roman numeral, centered and 1 inch above the bottom of the page.

The abbreviations are listed in alphabetical order so are not numbered. Abbreviations are flush left. Tab to the right several spaces further than the longest abbreviation and enter the meaning of the abbreviation.

Even if an abbreviation is shown in the List of Abbreviations, it still must be defined in the text when it is first introduced.

If the List of Abbreviations exceeds one page, each subsequent page has a top margin of 1 inch and must include the title of the section followed by a dash (typed as two hyphens) and the word *Continued* in italics. This title also is centered over the page. The word *Page* should appear flush right and the word *Chapter* on the left.

**List of Figures** Part of the front matter in a dissertation, the List of Figures (if any) comes after List of Tables (if any) and before the List of Abbreviations (if any). The page title LIST OF FIGURES is capitalized, centered, and 2 inches from the top of the page. The List of Figures is enumerated with a lower case Roman numeral at the bottom, centered and 1 inch above the bottom of the page.

The figures are numbered using Arabic numbers. Major headings are flush left with sub-sections indented five spaces. The page number is flush right. Lines are single spaced underneath with words capitalized as they appear in the text headings. If illustrations are included in the Appendix the figure numbers continue sequentially with those cited in the main body of the text.

If the List of Figures exceeds one page, each subsequent page has a top margin of 1 inch and must include the title of the section followed by a dash (typed as two hyphens) and the word *Continued* in italics. This title also is centered over the page. The word *Page* should appear flush right and the word *Chapter* on the left.

**List of Illustrations** A term used almost everywhere except at the American Psychological Association, which prefers the term **List of Figures**, as noted, above.

**List of Tables** Part of the front matter in a dissertation, the List of Tables (if any) comes after the Table of Contents and before the List of Figures (if any). The page title LIST OF TABLES is capitalized, centered, and 2 inches from the top of the page. The List of Tables is enumerated with a lower case Roman numeral at the bottom, centered and 1 inch above the bottom of the page.

The tables are numbered using Arabic numbers. Major headings are flush left with sub-sections indented five spaces. The page numbers are flush right. Page numbers are given only for major headings. Lines are single spaced underneath with words capitalized as they appear in the text headings. If tables are included in the Appendix the table numbers continue sequentially with those cited in the main body of the text.

If the List of Tables exceeds one page, each subsequent page has a top margin of 1 inch and must include the title of the section followed by a dash (typed as two hyphens) and the word *Continued* in italics. This title also is centered over the page. The word *Page* should appear flush right and the word *Chapter* on the left.

### **Lists See Seriation**

**Margins** The left margin should be 1.5 inches. One-inch margins should be used on the other three sides (APA, 5.04 and 6.02).

**Numbers** (APA, 3.42). As a general rule, express numbers 10 and above in numerals and nine and below in words. However, if numbers below 10 are being compared with those above 10, then everything is expressed in numerals. For example,

We tried 10 times.  
We succeeded nine times.  
We succeeded 9 out of 10 times.

Numerals are used for any number preceding a unit of measurement (for example, (3 miles; 8 inches), numbers representing statistical or mathematical functions (for example, a mean of 3.2; added to 5), numbers representing time, dates, age, sample size, scores on a scale, etc. (for example, six 8-year-olds; April 1; a score of 6 or greater), and numbers denoting a specific place in a numbered series, parts of books, tables, etc. (for example, Table 6; Chapter 2; page 45).

Numerals are never used to start a sentence, regardless of the size.

Spell out common fractions, such as *one-half*.

Use a zero before a decimal point when numbers are less than one but not where the number could not exceed one as with correlation coefficients or probability numbers. For example,  $r = .44$ ,  $p < .01$ .

To make the plural of a number add *s* or *es* without an apostrophe.

See also **Statistics**, below.

**Orphan** A short line appearing at the bottom of a page, or a word, or part of a word appearing on a line by itself at the end of a paragraph. These are acceptable in dissertations or papers, unless the orphan is a heading, in which case, place the heading at the top of the following page. See **Widows**, below.

**Page numbers** All pages are numbered sequentially. Every page is considered to have a number, whether the number is actually printed on it or not. Front matter is numbered with lower case Roman numerals. The numbers should be centered, 1 inch from the bottom of the page. Note that the title page is considered the first page of the preliminary pages, but the number *i* is always omitted. The body of the dissertation begins with Chapter I. The page numbering for all pages following the front matter pages uses Arabic numerals (1, 2, 3, etc.). All Arabic numbers are placed in the upper right-hand corner of the page with a 1-inch top margin and a 1-inch right margin. Back matter continues with Arabic numerals in the same sequence established in the body of the dissertation. Page numbers should not be placed in the margin space.

Note that the electronic copy of a dissertation must be submitted in one continuous file. You cannot have one file for the front matter and one for the body of the dissertation. In Word, click on Insert, then select on Break and Next Page, then insert a page break. At the bottom left of the page, you should then see “Sec 2” indicating you have two separate sections in one file. Section 1 is for the front matter and uses lower case Roman numerals. Section 2 is for the body of the dissertation and uses Arabic numbers. Be careful that numbers do not carry over between sections. This can be tricky. After you think you’ve got it, save the file and recheck several pages into both sections.

**Paper** Use 8.5 x 11 inch, white, 20-24 lb, 100% rag or cotton paper. Do not use onionskin, erasable, or continuous feed paper. The printing must be letter quality. Dot matrix should not be used. Only print on one side of the paper (APA, 5.01).

**Paragraphs** Single sentence paragraphs are abrupt. Overly lengthy paragraphs are likely to lose the reader’s attention. New paragraphs provide a pause for the reader—a chance for a chance for him to assimilate one step in the conceptual development before beginning another. If a paragraph runs longer than one double-spaced manuscript page, you may lose your readers in a dense forest of

typeset words. Look for a logical place to break a long paragraph, or reorganize the material. Unity, cohesiveness, and continuity should characterize all paragraphs (APA 2.03).

*Unity* means that a paragraph deals with one unit of thought, one particular point, or one aspect of the subject.

Things to bear in mind:

- A full typewritten page without paragraphs is about 340 words.
- There should be no less than one paragraph break per page (APA 2.03).
- A 1992 study published in *Technical Communication* showed that readers resist paragraphs of less than 40 words and more than 120, with the most positive attitude toward paragraphs of less than 100 words. Extrapolated, this would mean that one should generally see elements of three to four paragraphs per page.
- The Royal Melbourne Institute of Technology suggests writing paragraphs of between four and 12 lines in length. Shorter paragraphs often have undeveloped ideas. Longer paragraphs often have more than one idea.
- Social workers tend to write paragraphs that are too long.

**Part title page** Alternate term for a **half title page**.

**Period** (APA, 5.11)

- One space after most periods.
- No spaces after internal periods in abbreviations, for example, *U.S.*
- A series of periods is an **ellipsis**, and these have special rules.

**Percent** Unless there is a number preceding the word percent, the word to be used is *percentage*. For example, “The largest percentage of people,” and not “The largest percent of people.” If there is a number, the % sign is always used, for example, “9%.” At the start of a sentence, both the number and % symbol are spelled out, as in, “Nine percent.”

**Portrait** Having a greater dimension in height than width. Portrait is the preferred orientation for all parts of papers and dissertations. See also **Landscape**, above.

**Preface** Also called a foreword. A preface may be used to explain,

- The motivation for the study
- The background of the project
- The scope of research
- The purpose of the document

This material is often explained in the introduction, which is why a preface is often omitted in a dissertation. Think twice before employing a preface; it is easy to include superfluous material in one (Turabian, 1.25).

Part of the front matter in a dissertation, it is the last section in the front matter. The page title PREFACE is capitalized, centered, and 2 inches from the top of the page. The Preface is enumerated with a lower case Roman numeral, centered and 1 inch above the bottom of the page. The Preface is double-spaced and presented in paragraph form.

**Preliminaries** Alternate term for **front matter**.

**Preliminary pages** APA term for **front matter**.

**Proofreader's marks** Refer to APA Table 7.1, pp. 337-338 if you need a translation. *Stet* is a Latin for "let it stand," meaning to disregard the proofreader's marks.

**Qualitative results** All general guidelines for form and style apply to reporting qualitative findings. Consistency and clarity in presentation of qualitative results is of the uppermost importance. The presentation of the results will be determined to some extent by the particular methodology used for the project.

*Grounded theory or narrative approaches:* An introductory paragraph or chapter should offer the reader guidelines as to the organization of the results. Grounded theory results should have categories and properties distinguished by chapter titles, headings, or subheadings, following the guidelines in this manual and the APA manual. Other narrative approaches should present the results in a clear, consistent manner, in accordance with the methodology.

*Qualitative results derived from questionnaires:* The questions asked of participants should be presented along with the results, using the appropriate order of headings and subheadings. If the researcher is quantifying qualitative data, guidelines for expressing numbers apply.

**Quantitative results** See **Numbers; Statistics**

**Quotations—Style** When using participant quotes from one's own interviews, render them into passable English and do not subject the reader to portray the precise way in which the subject spoke. Even the most educated people do not always speak clearly and concisely. Rather than hide what the subject said, good editing makes it clear. For example, this is an unedited transcription:

I don't like anybody to touch my laptop, I get very, I don't want my son to use it, I don't like anybody to touch it and mess up the settings or anything, it's my, it's my tool, and I, I cant, I'm very intense about it, you know. But, um, so I was trying to think, I was thinking sometimes I'm thinking like, to me, sometimes the dialog is literally, I'm saying out loud, the voices . . . sometimes what happens is they'll say (the characters) something that I either should have gotten to before. . .

An edited version of the same passage loses none of the content and is easier to understand:

I don't like anybody to touch my laptop. It's my tool and I'm very intense about it. So I think that sometimes the dialog is literally out loud—sometimes what happens is [the characters] will say something that I either should have gotten to before . . .

**Quotations—Form** (APA, 3.34-3.41). For quotations from literature, the citation appears after the quote. For example,  
(Jones, 1995, p. 121)

If the author and year have already been mentioned and no other work is cited earlier in the paragraph, only the page number in parentheses is needed. For example,

(pp. 123-125)

In either case, the citation goes after the final period of the quote and no period follows the parentheses.

- If the quotation is from a study participant, there is no need for a date.
- If material is omitted from a quote, an ellipsis must be used. See **Ellipses**, above.
- Some form of punctuation should precede a quote, no matter how awkward it may look. For example,

She stated, “The placebo effect disappeared when . . . ”

Miele (1993) found the following:

The placebo effect, which had been verified . . .

[NOTE: Only use a colon after an introduction that is not a complete sentence.]

- Block quote format is used with quotations of 40 or more words. A block is placed one double space below the preceding text, and the entire first paragraph is indented five to seven spaces. The first line of any subsequent paragraph in the quote is indented an additional five to seven spaces. All lines in a block quote are single-spaced.
- Do not use quotation marks with a block quote unless there is another quote within the block. If so, use double quote marks.
- For a series of participant quotes, use the block quote format. That is, double space and indent five to seven spaces.
- A block quote is followed by a double space before returning to the body of the text with the original margins and double-spacing.

**Reference lists** The rules for references are extensive. Only a small amount of material is presented here. See APA, 4.1-4.16 for complete information.

- The first line of an entry is flush left; remaining lines are single-spaced and indented five to seven spaces.
- Every main word in a journal title is capitalized. For all other titles, only the first word and proper nouns are capitalized.
- Only the initial is used for an author's given name, unless it would cause confusion with another author in the list.
- For references in the body of the text, see **Textual references**, below.
- Sigmund Freud has special rules at ICSW. See **Freud references**, above.

## EXAMPLES

### Book, Corporate author

American Psychiatric Association. (1985). *Diagnostic and statistical manual of mental disorders* (3rd ed., Rev.). Washington, DC: Author.

### Book, One author

Jones, T. (1993). *Statistics shall reign supreme forever*. New York: Free Press.

### Book, Two authors

Jones, T., & Smith, S. (Eds.). (1993). *Statistics and the advance of knowledge*. New York: Free Press.

### Book, Secondary reference

Jones, T. (1993). Statistics in history. In T. Jones & S. Smith (Eds.), *Statistics and the advance of knowledge* (pp. 123-456). New York: Free Press.

### CD-ROM

Sacred Congregation of the Faith. (2000). *Declaration on certain questions concerning sexual ethics, 1975*. CD-ROM. Boston: St. Paul Media.

### Dissertation

Eldridge, A. (1991). *Transcending adolescence: An ethnographic study of early adolescence*. Unpublished doctoral dissertation, Chicago: Institute of Clinical Social Work.

### Freud

NOTE: All Freud references should be taken from the *Standard Edition*, edited by J. Strachey (APA, 4.16 #39), unless you have a specific reason not to do so..

Freud, S. (1961). The ego and the id. In J. Strachey (Ed. & Trans.). *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 19, pp. 123-180). London: Hogarth Press. (Original work published 1923).  
[NOTE: There is no final period after the parentheses.]

Periodical, One author

Smith, J. (1993). The reasons we do any of this. *Journal of Who Knows*, 34(2), 234-245.

Periodical, Two or more authors

Smith, J., & Jones, T. (1998). Who needs a reason for anything? *Journal of Who Knows*, 39 (3), 1-17.

Two books or articles by the same author in the same year

Whittemore, A. (1994a). Finding a path toward recovery. *Journal of Zen Studies*, 15, 314-345.

Whittemore, A. (1994b). Loss of hair and the effect on the aging white male. *Coping Today*, 13, 25-29.

Web-based

Doe, J. (2005). Web-based confusion. *Luddite Journal*, 2(1). 12-19. Retrieved from Academic Search in HTML format, page numbers in this text differ from the original article.

Smith, J. (1995). The reasons for anything. [Electronic version]. *Journal of Who Knows*, 36(1), 101-119.

Smith, J. (2001). *Writings from the past*. Retrieved August 25, 2001, from <http://www.icsw.edu/journals/smith.html>

**Semicolons** Use a semicolon to combine two independent clauses or to separate list elements that contain a comma, as in: *bacon, lettuce, and tomato; Tom, Dick, or Harry*. Use a single space after a semicolon. Use semi-colons sparingly in running text since overuse tends to make writing seem convoluted and turgid (APA, 3.03).

**Seriation** Items in a series should be syntactically and conceptually parallel (APA, 2.11).

When citing items within a paragraph (horizontal list), use lower case letters in parentheses (APA, 3.33).

**EXAMPLE:**

The subject's choices were (a) working with another participant, (b) working with a team, and (c) working alone.

When citing items in separate paragraphs (a vertical list), use bullets, or Arabic numerals followed by a period (APA, 3.33).

**EXAMPLE:**

Using the learned helplessness theory, we predicted the participants would make the following judgments of control:

1. Nondepressed persons exposed to . . .
2. Depressed persons exposed to . . .
3. Depressed and nondepressed participants not exposed . . .

Use a vertical list for three or more items. If you are going to refer back to items in a list, it is best to use numbers.

**Spacing**

- One space after commas, colons, semi-colons, punctuation that ends sentences, after periods that separate parts of a reference citation, and after the periods of initials in personal names (APA, 5.11).
- No spaces after internal periods in abbreviations, for example, *U.S.* (APA, 5.11).
- There are no spaces before or after a hyphen or a dash (APA, 5.11).
- There must be four line spaces above a subhead (except at the top of a page) and two spaces before the text begins.
- Everything is to be double spaced with the following exceptions:
  1. Quotes of more than 40 words are single-spaced (APA, 3.34). See also **Quotations**, above.
  2. The bibliographic reference list is single spaced with a blank space between entries.
  3. Single spacing is used with figure legends, table notes, epigraphs, and some parts of the Table of Contents.

**Spelling** Unless you are using a direct quote, use American, not Commonwealth spellings. For example, use *behavior* instead of *behaviour*, etc. Use *Merriam-Webster's Collegiate Dictionary* as the authority. For words not in that dictionary, use *Merriam Webster's Third New International Dictionary*. For variant spellings, use the first one listed (APA, 3.10).

**Statistics** (APA, 3.55-3.61) Greek letters, subscripts, superscripts, and abbreviations that are not variables are put in standard type. Symbols for vectors are in bold type. All other statistical symbols are put in italics, for example, *N*, *df*, *MSE*, *b*. Table 3.9 in the APA manual contains a list of statistical abbreviations and symbols.

Explanations of or references for common statistical procedures such as Chi Square, *t*-test, ANOVA need not be provided. Less common statistical procedures should be referenced. When a non-standard statistical procedure is used, references should be provided along with some explanation of the process (APA, 3.55).

When reporting inferential statistics (such as *t* test, *F* tests, or chi-square tests), include enough information so the reader can fully understand the analyses made and possible alternative explanations of the results (APA, 3.57).

In the text, descriptive statistics should be presented using the terms not the symbols. For example, “the means were . . .”, but not “the *M*s were . . .” (APA, 3.58).

**Stet** A common proofreading mark. It is Latin for “let it stand.” It means that the proofreader changed their mind or made a mistake and proofing marks can be disregarded. See also **Proofreading**, above.

### Style

- Smoothness can be checked by reading the material aloud. If it can’t be spoken smoothly, it is probably also difficult to read smoothly (APA, 2.02).
- Jargon and euphemisms should be avoided (APA, 2.03).
- Wordiness is common to all writers. It is the rare manuscript that can’t be reduced 10% with no loss of meaning. Some writers go as high as 50%. As nonessential information or wordy constructions are eliminated, the manuscript becomes clearer and the ideas more powerful (APA, 2.03).
- Paragraphs that go on for an entire page are too long, but overuse of one-sentence paragraphs can make prose choppy (APA, 2.03). See also **Paragraphs**, above.
- Prefer the active voice and avoid the passive. Better to say, “We conducted the survey in a controlled setting,” than, “The survey was conducted in a controlled setting” (APA, 2.06).
- Biased language should be avoided. APA, Table 2.1 deals with it succinctly.

**Table of Contents** Part of the front matter in a dissertation, this page comes after the Acknowledgments page and before the lists of tables, figures, and/or abbreviations. The page title TABLE OF CONTENTS is capitalized, centered, and 2 inches from the top of the page. The page is enumerated with a lower case Roman numeral at the bottom.

Each major section heading is capitalized (Level 5 headings) with page numbers flush right. Major headings are flush left with subheadings indented five to seven spaces. Normally, only Level 1 subheadings and those do not commonly have page numbers associated with them. Subheadings are single-spaced. Headings and subheadings must be exactly as they appear in the body of the text.

If the table of contents exceeds one page, subsequent pages have a top margin of 1 inch and include the section title followed by a dash (typed as two hyphens) and the word *Continued* in italics. This title also is centered over the page. The word *Page* should appear flush right and the word *Chapter* on the left.

**Tables** Do not include tables unless they are necessary. Tables with only a few numbers or one characteristic, such as gender, are unnecessary and better reported in the text. For a table to be useful, it must be the best way to visualize the data being presented. In a study with sub-samples or several sub-groupings, tables help the reader keep track of the numbers. Nonetheless, too many tables are as distracting to the reader as poorly constructed or unnecessary tables. Working with tables is a complicated business. Before using them, browse the APA manual index, and sections 3.62-3.74.

- Tables are numbered using Arabic numerals.
- Double space entire table, but not the associated notes.
- Table headings must be 12-pitch type, but 10-pitch type may be used within a table to make it fit.
- Comparable tables in the document should be consistent in presentation.
- Titles should be brief but explanatory. The title usually includes the major variable(s) being presented.
- The table number and title appear together and are separated from the table by a line one space below the table title.
- Headings must be on every row and column. Common abbreviations can be used but computer mnemonics or computer variable labels or names cannot be used.
- Tables containing numbers and data should be clear and uncluttered. A hyphen (-) or a zero (0) should be used to denote absent data.
- Abbreviations, special symbols, or typography should be explained.
- Align decimal points.
- Probability levels should be correctly identified and asterisks attached to appropriate table entries. The probability level should be assigned the same number of asterisks in all tables in the same document.
- Notes should be single spaced below the table in the following order: general note, specific note, probability note.
- A general note is preceded by "NOTE:"
- A specific note is noted in the table body with a superscripted lower case letter beginning with "a" in the pertinent cell and then included under the table by the same superscripted lower case letter.
- A probability note is usually noted in the body with one or more asterisks (\*). indicating level of significance, for example,  
 $*p < .05$ .  $**p < .01$ .  $***p < .001$
- A one-tailed test may be distinguished from a two-tailed test by using an alternate symbol, that is,  
 $*p < .05$ , two-tailed.  $+p < .05$ , one-tailed

- Tables should appear as soon as possible after they are mentioned, but not in the middle of a paragraph. Rather than splitting a table, finish the page and insert the table at the beginning of the next page. Use four spaces above and below a table unless it starts the page. Use 12 pitch type if possible. Ten-pitch may be used in the table body to make it fit better.
- It is better to place a table in a portrait orientation rather than landscape. With a little thought, this can often be done (APA, 3.72).

See also **List of Tables**, above.

**Textual references** These notes refer to references made in the body of the text. For the bibliography at the end of a document, see **Reference list**, above. See also **Freud references**, above, which can be created differently.

Each paragraph is a separate entity. If an author's name is mentioned, the year of the publication you are quoting from is given in parentheses even though the author and date were mentioned in the previous paragraph. If there is a short quote by this author in the same paragraph, it is not necessary to repeat the year at the end of the quote. Simply put the page number in parentheses, for example, "(p.10)." If it is a block quote, a period follows the quote then the page number in parentheses. There is no final period following the page number.

If there is more than one author mentioned in the same paragraph the quote must identify which author, year, and page number the quote is referring to.

- If the reference appears at the end of a sentence the period follows the reference (APA 3.07 & 5.29; Turabian 10.18). For example: "Much of this research has been influenced by what has been termed the *bimodal theory* of cognitive processing (Deikman, 1971)."
- For block quotes, the period ends the sentence and the reference appears without a final period.
- If there is more than one author mentioned in the same paragraph the quote must identify which author, year, and page number the quote is referring to.
- If an author has written more than one book during the same year, identify which book is referred to by using "a," "b," etc. For example, (Smith, 1992a); (Smith, 1992b), etc.
- Multiple textual references are listed alphabetically by author's last name, not chronologically. For example, (Abrams, 1995; Carlson, 1987; Winter, 1997). If two authors have the same last name, there must be an initial added to distinguish each one.

- If differing translations or editors are being compared and quoted, use the author and translator together with the original publication date and the date of the translation,  
(Freud/Crick, 1900/1999)  
(Freud/Strachey, 1900/1953)
- The first time a reference appears in a work, all last names (up to five) are listed. Afterwards, only the first author is named followed by the words “et al.” However, in the reference list (bibliography) all authors are named. Only initials are used for the first names. Use only a single initial unless there is confusion with another author. First names are never spelled out fully unless there is confusion between authors.

**Title** The title of a paper or dissertation should be a maximum of 10 to 12 words long and summarize the main idea simply, fully, and if possible with style. Avoid redundant words such as “method,” “results,” or phrases such as “a study of,” or “an experimental investigation of.” Avoid abbreviations (APA, 1.06).

For dissertations, a maximum of 66 spaces is allowed for the title on the spine of the bound dissertation for the title assuming a normal mix of letters. If you have many wide letters such as Ms or Ws, you will have to use fewer spaces. The title on the spine of a dissertation must be the same as on the title page, with the exception that the end may be clipped to make it fit and initial articles may be omitted.

**Title page** The title page of a dissertation is double spaced and written in all capital letters with each line centered. The information should be spaced on the page in a way that visually balances the information. The school name component is centered and flush with the top. The city, state, month, and year component is flush with the bottom. The title is approximately one-third of the way down the page. The statement beginning, “A dissertation submitted . . .” is halfway between the title and the author elements.

- The title page is part of the front matter, and is page *i*, but the Roman numeral is never put on it.
- In addition to the title page included with the dissertation, two loose title pages must be submitted typed according to the same standards.
- A half title page (also called a *part title page*) is a title page with only the title of the book or chapter. In a dissertation, half title pages are used only in the appendix. Each appendix is introduced by a half title page with the title in capital letters centered in the middle of the page.

**Typeface** Alternate term for **font**.

**Underlining** Formerly used on a typewriter to indicate italics. If you have a word processing program, use italics. Avoid using italics and underlining in the same manuscript unless it is absolutely necessary for clarity. See **Italics**, above.

**Widow** A short, paragraph-ending line appearing at the top of a page. Widows are not acceptable. Either change the wording of the previous paragraph or extend the bottom margin of the previous page by one line. Do not bother checking for widows or orphans until the entire manuscript is edited. Many word processing programs have automatic widow and orphan control, but one still needs to check the manuscript visually (Chicago, 3.11-3.12). See also **Orphan**, above.

STYLE MANUAL APPENDIX  
SAMPLE DISSERTATION PAGES

Institute for Clinical Social Work

TITLE LIMITED TO 10 TO 12 WORDS AND  
66 SPACES

A Dissertation Submitted to the Faculty of the  
Institute for Clinical Social Work in Partial Fulfillment  
for the Degree of Doctor of Philosophy

By  
HOPEFUL JONES

Chicago, Illinois  
June, 2004

[Note that this is page i, but no number is actually put on this page]

[Text is 3 inches from the top of the page]

Copyright © 2004 by Hopeful Jones  
All rights reserved

[Note that merely printing a copyright notice constitutes a common law copyright. A copyright may hinder the dissemination of your work. Very few dissertations are ever commercially published. You may want to consult with faculty or colleagues before printing such a notice. ICSW recommends that you omit this page.]

[Heading is 2 inches from top of page]

## ABSTRACT

[4 spaces]

Writing guidelines for student papers and dissertations submitted to the Institute for Clinical Social Work are detailed in an alphabetical format. The guidelines established in the *Publication Manual of the American Psychological Association* are followed whenever possible. Where the APA is silent, other authorities are quoted. Details that have proven troublesome to students in the past are given special attention. Sample dissertation pages are included in the appendix.

[Dedication is 3 inches from top of page]

For Louie Mattaratz and the Twelve Cheem-Cheems

[Epigraph is 3 inches from top of page]

Vocatus atque non vocatus, Deus aderit.

[Called or uncalled, God is present.]

Erasmus, by way of C.G. Jung

[Heading is 2 inches from top of page]

## ACKNOWLEDGMENTS

[4 spaces]

I would like to acknowledge the faithful companionship of my dog, Barkly, the support of my 1,284 nearest and dearest friends, the incisive intellect of everyone I ever met at the Institute for Clinical Social Work, the inspiration of Nicodemus, my guardian angel, and the cheerful *Streetwise* vendor who always opened the door for me at Starbuck's, but it is inappropriate in a scholarly work.

HJ

[Heading is 2 inches from top of page. Only major headings have page numbers]

TABLE OF CONTENTS  
[4 spaces]

	Page
ABSTRACT.....	iii
ACKNOWLEDGMENTS.....	vi
LIST OF TABLES.....	ix
LIST OF FIGURES.....	x
LIST OF ABBREVIATIONS.....	xi
Chapter	
I. INTRODUCTION.....	##
History of the Problem	
Formulation of the Problem	
II. LITERATURE REVIEW.....	##
Introduction	
Historical Overview	
Theoretical and Conceptual Framework	
III. METHODOLOGY.....	##
Sample Selection	
Instrumentation	
Data Management and Analysis	

TABLE OF CONTENTS – *Continued\**

[4 spaces]

Chapter	Page
IV. RESULTS.....	##
Description of the Sample	
Practice Issues for the Social Worker	
The Effect of Time on the Variable	
V. DISCUSSION AND CONCLUSIONS.....	##
Discussion	
Limitations of the Study	
Implications for Social Work Practice	
Conclusion	
Appendixes	
A. COVER LETTER TO PARTICIPANTS.....	##
B. SURVEY INSTRUMENT.....	##
REFERENCES.....	##

\*Note that the heading is only 1 inch from the top of this page.

[Heading is 2 inches from top of page]

## LIST OF TABLES

[4 spaces]

Table	Page
1. Demographics of Sample.....##	##
2. Critical Factors in Clinical Thinking.....##	##
3. Theoretical Orientations for Mental Health Professionals.....##	##

[Heading is 2 inches from top of page]

LIST OF FIGURES

[4 spaces]

Figure	Page
1. Theoretical Orientation by Preferred Treatment Model.....##	
2. Professional Training by Theory.....##	

[Heading is 2 inches from top of page]

## LIST OF ABBREVIATIONS

[4 spaces]

BPD	Borderline Personality Disorder
BDI	Beck's Depression Inventory
MANOVA	Multivariate analysis of variance
MMPI	Minnesota Multiphasic Personality Inventory

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## CHAPTER I

[4 spaces]

### INTRODUCTION

[4 spaces]

#### History of the Problem

[2 spaces]

The text of this section starts two spaces below the subhead title. The first line of each paragraph is indented five to seven spaces. Text is double line spaced.

This is an example of a block quote. Block quotes are used when a quotation is 40 or more words. The entire body is indented five to seven spaces and is flush left with the indentation. Single line spacing is used. No quotation marks should be used for the block quote itself. If there is a quote within a block quote, use double quotation marks (“ ”).

If there are additional paragraphs within a block quote, use a five to seven space indent on all paragraphs after the first one. Note that in a block quote, the period goes at the end of the sentence and not after the reference. (APA, 3.34)

The first line of subsequent text not in the block quote is indented five to seven spaces from the original left and margin. The text reverts to double line spacing.

[4 spaces]

#### Future of the Problem

[2 spaces]

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna liquam erat volutpat. Ut wisi enim . . . . .

[This is page 1 of a dissertation. The number goes in the upper right hand corner]

[Heading is 3 inches from top of page]

APPENDIX A

COVER LETTER TO PARTICIPANTS

Dear Sir or Madam:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna Institute for Clinical Social Work liquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exercitation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat.

Vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zil delenit ea commodo consequat my dog Barkly. Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros augue duis dolore te feugait nulla facilisi.

Sincerely yours,

Hopeful Jones, LSCW

[Numbered as shown, in upper right hand corner]

[Heading is 2 inches from top of page]

## REFERENCES

[4 spaces]

- American Psychiatric Association. (1994). *Diagnostic and statistical manual of mental disorders* (3rd ed.). Washington, DC: Author.
- Doe, J. (2005). Web-based confusion. *Luddite Journal*, 2(1), 12-19. Retrieved from Academic Search in HTML format, page numbers in this text differ from the original article.
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- Smith, J. (2001). *Writings from the past*. Retrieved August 25, 2001, from <http://www.icsw.edu/journals/smith.html>
- Smith, J., & Jones, T. (1998). Who needs a reason for anything? *Journal of Who Knows*, 39 (3), 1-17.

Whittemore, A. (1994a). Finding a path toward recovery. *Journal of Zen Studies*, 15, 314-345.

Whittemore, A. (1994b). Loss of hair and the effect on the aging white male. *Coping Today*, 13, 25-29.

[Manuscript numbered as shown, in upper right hand corner]