

ICSW Style Manual

December 2012

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. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

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

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

NOTE

**Please report any errors or omissions in the *ICSW Style Manual* to
Steven Olderr
olderr@ameritech.net**

List of Abbreviations

- APA American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
- Chicago University of Chicago Press. (2003). *The Chicago manual of style* (15th ed.). Chicago: Author.
- Turabian Turabian, Kate L. (1996). *A manual for writers of term papers, theses, and dissertations* (6th 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, 4.22-4.30). 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, and before the acknowledgments. Read APA 2.04 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 a dissertation is enumerated with a lower case Roman numeral, centered and 1 inch above the bottom of the page. The page title Abstract is a Level 1 heading, centered and 1 inch down from the top margin. The page is enumerated with a lower case Roman numeral, centered and 1 inch above the bottom 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 The acknowledgments page comes after the title page and abstract, and before the table of contents. The page title Acknowledgments is a Level 1 heading, centered and 1 inch from the top margin. The page is enumerated with a lower case Roman numeral, centered and 1 inch above the bottom of the page.

The acknowledgments 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 two-thirds of a page. Include only those who helped professionally and materially in your project, usually in some special way. It is proper to omit routine help given by one's advisor or dissertation committee. However worthy in other regards, family, friends, religious personages, and pets should not be included. Avoid flowery or effusive language (Turabian 1.26).

Appendices There may be one or more appendices in a dissertation. Appendices are the penultimate section in the dissertation, coming after the body of the text and before the References section. If only one appendix is used, a **half title page** (see entry below) 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. Fit each page of content 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. Note each appendix in the Table of Contents (APA 2.13).

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 bibliographically, confusing researchers, potential employers, and others (APA 2.02).

Back matter Material after the main body of the text. It usually includes appendices and references. 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.

Bold Generally, use bold only where specified in headings and for clarity in charts and tables. Avoid using it to emphasize a word or concept in running text.

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, 4.15).
- 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, 4.05).

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 1 inch from the top margin. Use Level 1, centered.

Colons (APA, 4.05) 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 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.

Commas (APA, 4.03) 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 words *and* and *or*, as in: bacon, lettuce, and tomato; Tom, Dick, or Harry; eating lunch, going to the gym, and then going home.

Consistency Despite all the rules and regulations, there will be many times when you can choose a spelling, name form, or typographical convention. Instructors and editors 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 While all unpublished works are legally considered to be copyrighted, APA recommends that a notice be inserted anyway (APA, 1.15). The notice should be centered and 2 inches down from the top margin. The page is counted, but is not noted in the Table of Contents (Turabian, 1.8). It is placed immediately after the title page:

Copyright © 2012 by Hopeful Jones

All rights reserved

By the submission of a paper or dissertation to ICSW, you grant permission to the Institute to make it available as a service to the public and the scholarly community.

Dashes 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 4.06).

Dedication If a dedication is used on a dissertation, it should be brief (one line preferred) and not include the word *dedicated*. *For* is sufficient. Last names and life dates are not needed. Show restraint. Sentimental, humorous, or flowery dedications are inappropriate in professional writing and should be avoided. For example, the following is overdone and not in keeping with the professional nature of a dissertation:

For my father whose passion for learning coupled with my mother’s model of getting things done were fundamental to my finishing this study.

Also my sister Ruth and brother-in-law Fred and my nephew Evan who were each crucial to me in their own way.

This is appropriate for a professional work:

For my mother and father

The dedication is placed on a separate page, centered, and 2 inches down from the top margin. 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
- Abstract
- Dedication [if any]

- Epigraph [if any]
- 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]

Chapter I–Introduction (APA, 2.05) [Required in a dissertation]

Chapter II–Literature review, etc. (APA, 1.03) [Required in a dissertation]

Chapter III–Study methodology (APA, 2.06) [Required in a dissertation]

Chapter IV–Findings/results; may be one or more chapters depending on the study (APA, 2.07).

Chapter V–Discussion, implications, and conclusions (APA, 2.08) [Required in a dissertation. Note that this chapter may have a larger number depending on the number of finding/results chapters.]

Back matter

- Appendices [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 for ICSW.

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

- 2 ea. Hardbound copies of the dissertation on good quality white paper. 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 extra title pages on white 20-24 lb., 100% rag or cotton paper
- 2 ea. Loose extra abstracts, without the page numbering on white 20-24 lb., 100% rag or cotton paper

Editing

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.

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. It is difficult to proof properly on a computer screen. Print out the entire manuscript for checking. Mark any mistakes with a red pen (it shows up well), then make needed corrections to the computer file.

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 negative 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. If you turn in a sloppy manuscript, editing costs can mount up.

e.g. The Latin abbreviation for *exempli gratia*. Use only in parenthetical material; in non-parenthetical material, use the English equivalent, "for example" (APA 4.26). When *e.g.* is used in parenthetical material, it is always followed by a comma (Chicago, 5.202).

Ellipses (APA, 6.08)

- 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.

- Avoid using an ellipsis at the beginning or end of a sentence unless it is absolutely 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 in the middle of a sentence; 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, 2.12).

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 centered, untitled and entered 2 inches down from the top margin. The page is counted, but not listed in the Table of Contents (Turabian, 1.10). It goes on a separate page after the Dedication and before the Acknowledgments.

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 points 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, and best 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 5.20-5.30.

- Figures are numbered sequentially using Arabic numbers and they must include a title.
- Figures should be placed on a separate page immediately following the page on which they are mentioned.
- Tables are generally preferred to figures.
- Sans serif type may be used in figures for clarity (APA, 8.03).

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

Font See **typeface**, below.

Footnotes 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. 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, 2.12).

Foreword Alternate term for a **preface**. Not used in dissertations.

Freud references All Freud references should normally be taken from the *Standard Edition*, edited by J. Strachey unless there is a specific reason for not doing so.

- 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, Abstract, Dedication (if any), Epigraph (if any), Acknowledgments (if any), Table of Contents, List of Tables (if any), List of Figures (if any), and the List of Abbreviations (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, 3.12).

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, 3.02)

Level 1, Centered, Bold, Title Case

Level 2, Flush left, Bold, Title Case

Level 3, Indented, bold, sentence case ending with a period.

Level 4, Indented, bold, sentence case ending with a period.

Level 5, Indented, italicized, sentence case ending with a period.

- 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.

Hyphens (APA 4.13) Used only between a related pair of words, although note that most prefixes are not hyphenated, such as *semistructured*, *nondenominational*, *multimedia*, *antisocial*. There is no space before or after a hyphen. It is a common mistake to use a hyphen in place of a **dash**. Avoid using hyphens for **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 4.26). When *i.e.* is used in parenthetical material, it is always followed by a comma (Chicago, 5.202).

Indentation (APA 8.03)

- Paragraphs are indented five spaces.
- Headings, table titles, and figure captions are not indented.
- The second and subsequent lines of each reference in the **Reference lists** are indented five spaces. This is called a *reverse indent*.
- Special rules apply to block quote (40 or more words), see **Quotations—Form**, below.

Introduction

- Read APA 2.05 before writing the introduction to a dissertation.
- In a dissertation, the introduction is always Chapter I.
- In a dissertation, introductions after Chapter I are not given a heading. They simply begin after a chapter or section heading.
- In shorter papers, the introduction is usually just the first paragraph and not labeled.

Internet citations Use caution citing sources from the internet. You are generally safe using proprietary sources such as EBSCO, FirstSearch, or other respected sites used in academic institutions. Sites located at accredited academic institutions are also generally safe. Be careful, however, that the site URL has an *.edu* domain name, for example *icsw.edu*. The *.edu* domain is controlled and only granted to accredited institutions. Other domains such as *.com*, *.org*, and *.net*, and the like are given to anyone. They may be entirely legitimate or a complete fraud. Unless you have some way of knowing, citing such a source is not acceptable for work at ICSW.

Wikipedia is particularly egregious. It should not be cited unless you are trying to illustrate a point about Wikipedia itself. As Wikipedia itself says in the disclaimer on their site,

Wikipedia cannot guarantee the validity of the information found here. [Their bold] The content of any given article may recently have been changed, vandalized or altered by someone whose opinion does not correspond with the state of knowledge in the relevant fields.

Wikipedia can give citations for further information that may be useful to your research, and these may be used if you then go to a legitimate source to retrieve them.

Italics (APA 4.21) 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. See also **Underlining**, below.

Justification Do not justify the right hand side of the text at any time (APA 8.03). The page numbers in the Table of Contents, List of Figures, and List of Figures are flush right, which may appear to be justification, but, technically, 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, but if it must be used with tables or figures, put the top of the page to the left.

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 Level 1 (centered, bold, title case) and 1 inch down from the top margin. The page is enumerated with a lower case Roman numeral, centered and 1 inch above the bottom of the page. It is the last page in the front matter and placed immediately before Chapter I.

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 starts at the top margin with the centered title: **Table of Contents—Continued**.

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 a Level 1 heading (centered, bold, title case) and 1 inch down from the top margin. 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. Headings should be as they appear in the text. 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 starts at the top margin with the centered title: **List of Figures—Continued**.

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 a Level 1 heading (centered, bold, title case) and 1 inch down from the top margin. 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. Headings in the table should be as they appear in the text. 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 starts at the top margin and must have the centered title: **List of Tables—Continued**.

Lists See Seriation

Literature review This is Chapter II in a dissertation and is discussed in APA 1.02.

Margins The left margin should be 1.5 inches to allow for binding. One-inch margins should be used on the other three sides (APA, 8.03).

Methodology This is Chapter III in dissertations and is discussed in APA 2.06.

Numbers (APA, 4.31-4.38) 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.

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).
- Spell out any number that begins a sentence, regardless of the size.
- Spell out common fractions, such as *one-half*.
- To make the plural of a number add *s* or *es* without an apostrophe.
- For statistics, see APA 4.41-4.49

Orphans Short lines 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 be generated by the automatic function of your word processing program. Do not enter them manually.

NOTE—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 *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 in both sections.

Paper Use 8.5 x 11 inch, white, 20-24 lb., 100% rag or cotton paper, or archival quality paper. Do not use onionskin, erasable, or continuous feed paper. The printing must be letter quality: no dot matrix printers. Only print on one side of the paper.

Paragraphs (APA 3.08) Single sentence paragraphs are abrupt. Overly lengthy paragraphs are likely to lose the reader's attention. New paragraphs provide a pause for readers—a chance 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 words. Look for a logical place to break a long paragraph, or reorganize the material. Unity, cohesiveness, and continuity should characterize all paragraphs. *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.
- 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 4 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, so beware.

Periods (APA, 4.02)

- 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 (APA 4.45) 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 Not used in dissertations

Quotations—Form (APA, 6.11-6.21) 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)

If the citation is at the end of the sentence, the period goes after the close parentheses as is done in this sentence (APA, p. 174).

- 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 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 spaces. The first line of any subsequent paragraph in the quote is indented an additional five spaces. All lines in a block quote are double-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 spaces.
- A block quote is followed by a double space before returning to the body of the text with the original margins.

Quotations—Style When using participant quotes from one’s own interviews, render them into passable English and do not subject the reader to the precise way in which the subject spoke. Even educated people do not always speak clearly, concisely, and entirely coherently. 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 can’t, 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 . . .

Reference lists The rules for references are extensive. Only a small amount of material is presented here. See APA, Chapter 7 for complete information.

- The first line of an entry is flush left; remaining lines are indented five 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 initials are 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.
- The best way to get the reference list form right is check all similar works in the list at one time. This saves a great deal of time and helps ensure correct form throughout.

Results Begin with Chapter IV. Additional chapters may be used as needs. The presentation of results is discussed in APA 2.07.

Semicolons (APA 4.04) 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.

Seriation (APA 2.04) Items in a series should be syntactically and conceptually parallel.

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

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:

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, 4.01).
- No spaces after internal periods in abbreviations, for example, *U.S.* (APA, 4.01).
- There are no spaces before or after a hyphen (APA 4.13) or a dash (APA, 4.06).
- There must be four line spaces above a subhead (except at the top of a page) and two spaces before the text begins.
- Single-spacing may be used in figures and tables.

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.

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, present descriptive statistics using the terms not the symbols. For example, “the means were . . .”, but not “the *M*s were . . .” (APA, 3.58).

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 This page comes after the Acknowledgments page and before the lists of tables, figures, and/or abbreviations. The page title Table of Contents is a Level 1 heading, centered, and 1 inch down from the top margin. The page is enumerated with a lower case Roman numeral at the bottom.

The word “Page” is flush right and the word “Chapter” is flush left.

Each major section heading (Level 1) is capitalized and page numbers are included. Below the main headings, list only Level 2 subheadings. Do not list page numbers with the Level 2 subheadings. Level 1 headings are flush left. Level 2 headings are indented five spaces. Headings and subheadings must be exactly as they appear in the body of the text.

If the Table of Contents exceeds one page, each subsequent page starts at the top margin with the centered title: **Table of Contents—Continued**.

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. Before using them, browse the APA manual index, and sections 3.62-3.74.

- Tables are numbered using Arabic numerals.
- Double space entire table, associated notes are single-spaced.
- Table headings should 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.
- 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.
- 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.
- 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 are usually 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, p. 19).”
- If the quotation is retrieved from a source that has no page numbers, use a section number, or other identifying statement. If that is not available, use “n.p.” to indicate there is no page number available. For example,
(Deikman, 1971, sec. 2)
(Deikman, 1971, n.p)
- 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; Weiss, 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 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 are allowed for the title on the spine of the bound dissertation 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 as shown in the example in the appendix of this document. All information is centered. The school name component is with the top of the page. The city, state, month, and year component is flush with the bottom. The title is 2 inches down from the top margin. The statement beginning, “A dissertation submitted . . .” is 4 inches down from the top margin. The author component is 6 inches down from the top margin.

- 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 Also called the *font*. Use 12 pitch Times New Roman for running text, titles, headings, and table titles. Do not use proportional spacing. Ten-pitch type may be used within a table or figure if necessary to make them fit on a page. Arial type may only be used in figures and tables. (APA, 8.03). See also **Bold**; **Italics**.

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.

Widows Short, paragraph-ending lines 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 **Orphans**, above.

Wikipedia See **Internet citations**

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 2 inches down from top margin]

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 1 inch down from top margin]

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 2 inches down from top margin]

For Louie Mattaratz

[Epigraph is 2 inches down from top margin]

Vocatus atque non vocatus, Deus aderit.

[Called or uncalled, God is present.]

~Erasmus, by way of C.G. Jung

[Heading is 1 inch from top margin]

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 1 inch from top margin. Only major headings have page numbers]

Table of Contents
[4 spaces]

	Page
Abstract	ii
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	
 Appendices	
A. Cover Letter to Participants	##
B. Survey Instrument	##
References	##

*The heading is at the top margin.

[Heading is 1 inch down from top margin]

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 1 inch down from top margin]

List of Figures

[4 spaces]

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

[Heading is 1 inch down from top margin]

List of Abbreviations

[4 spaces]

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

[Heading is 1 inch down from top margin]

Chapter I

[4 spaces]

Introduction

[2 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 spaces. The text is double-spaced.

Block quotes are used when a quotation is 40 or more words. The body is indented five spaces and is flush left with the indentation. No quotation marks should be used for the block quote. 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 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 spaces from the original left hand margin.

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

[Heading is 2 inches down from top margin]

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 exerci tation 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 auge duis dolore te feugait nulla facilisi.

Sincerely yours,

Hopeful Jones, LSCW

[Numbered as shown, in upper right hand corner]

[Heading is 1 inch down from top margin]

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.
- Eldridge, A. (1991). *Transcending adolescence: An ethnographic study of early adolescence*. Unpublished doctoral dissertation, Chicago: Institute of Clinical Social Work.
- Freud, S. (1962). Article title. In J. Strachey (Ed. and Trans.). *The standard edition of the complete psychological works of Sigmund Freud* (Vol. 10, pp. 123-180). London: Hogarth Press. (Original work published 1914).
- 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.
- Jones, T. (1993). *Statistics shall reign supreme forever*. New York: Free Press.
- Jones, T., & Smith, S. (Eds.). (1993). *Statistics and the advance of knowledge*. New York: Free Press.
- Sacred Congregation of the Faith. (2000). *Declaration on certain questions concerning sexual ethics, 1975*. CD-ROM. Boston: St. Paul Media.

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