

## KEY Used for Grading Your Paper

1. Header: “the first two to three words from the title in the upper right-hand corner above or five spaces to the left of the page number”
2. Page Numbers: same as 1 above
3. Running head: “An abbreviated title will be used as a running head for manuscripts. Type the running head flush left at the top of the title page (but below the manuscript page header) in all uppercase letters. Do not exceed 50 characters, including punctuation and spaces”  
Running head: CHARACTER ANALYSIS FROM FREUDIAN AND SKINNERIAN PERSPECTIVES
4. Title: “A title should summarize the main idea of the paper simply and, if possible, with style. It should be a concise statement of the main topic and should identify the actual variables or theoretical issues under investigation and the relationship between them...A title should be fully explanatory when standing alone” (APA, 2004, p. 10-11).
5. Reference Citations in Text: “When a work has 2 authors cite both names every time the reference occurs in (your) text. When a work has 3, 4, or 5 authors cite all authors the first time the reference occurs (in your paper); in subsequent citations, include only the surname of the first author followed by et al. (not italicized and with a period after “al”) and the year if it is the first citation of the reference within a paragraph...When a (paper) has six or more authors, cite only the surname of the first author followed by et al. (not italicized and with a period after “al”) and the year for the first and subsequent citations. (In the reference list, however, provide the initials and surnames of the first six authors, and shorten any remaining authors to et al.)” (APA, 2004, p. 208).
6. Reference Page: “The reference list at the end of a (paper) documents the (paper) and provides the information necessary to identify and retrieve each source...References cited in text must appear on the reference page; conversely, each entry on the reference (page) must be cited in the text. The author must make certain that each source referenced appears in both places and that the text citation and reference list are identical in spelling and year” (APA, 2004, p. 215).  
Each reference is flush left with subsequent lines indented. Double space each line on Reference page.
7. Quotations: “Short quotations: Quotations of 7 words and fewer than 40 words should be incorporated into the text and enclosed by double quotations marks (“”). Long quotations: Display quotations of 40 or more words in a double-spaced block of typewritten lines with no quotation marks. Do not single-space. Indent five to seven spaces or ½ in. from the left margin without the usual opening paragraph indent” (APA, 2004, p. 292).
8. Spelling: Each spelling error will cost 1 point up to a total point loss of 10 points. With spell-check on computers (not to mention the good old hard copy dictionary of yesteryear) there is no excuse for spelling errors.
9. Grammar: Each grammatical error will cost 1 point up to a total point loss of 10 points. There is a writing center to help students with their assignments. Also most computer word programs have a grammar function as well.
10. Plagiarism: Intentionally or knowingly representing the words, ideas, or work of another as one’s own in any academic exercise.
11. Italics for movie titles, journal titles (not article titles), and book titles.
12. Movie should be cited as following example:  
Zbar, L. (Producer), Zeeman, M. (Producer), & Levine, T.K. (Director), (1991). *The world of abnormal psychology*. South Burlington, VT: Annenberg/CPB Collection.
13. Margins: Minimum 1-inch margins
14. Cover page: APA format (see handout)