



## **Guidelines for Presenting Assignments (TPC)**

### **Assignments, Projects, and Internship Reports**

This concise guide, revised according to the Publication Manual of the American Psychological Association (APA): 7<sup>th</sup> edition, 2020, provides fundamental formatting guidelines for academic papers and essays.

### **Guidelines**

**1. Title page** includes the following elements (see Appendix A):

- University Logo
- University Name: Saint Joseph University of Beirut
- Author Affiliation: Faculty of Educational Sciences
- Course Name
- Paper Title
- Author Name
- Instructor Name
- Assignment Due Date
- Page Number

**2. Table of Contents:** is usually generated after the title page. It can be particularly helpful in case the written work is lengthy (more than 10 pages).

**3. Formatting:**

- Set the left margin to 3 cm, and the top, bottom and right margins to 2.5 cm (See Appendix A).
- The text is aligned to the left margin. The right margin is left uneven, or ragged.
- A variety of fonts are permitted (11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode, 12-point Times New Roman, 11-point Georgia...), however, it is recommended to use "12-point Times New Roman".

- When the assignment is printed, opt for printing only on the front and not back.
- The line spacing is 1.5, according to USJ, between all text lines of the manuscript.
- The first line of each paragraph is indented 1.25 cm from the left margin.
- In the footer and on the left side, add the following "Fsédu-USJ", in 11-point "normal" font style.
- The page numbers, displayed in 11-point Arabic numerals, are generated automatically by using the page number 1 on the title page. Use the automatic page-numbering function of your word processing program to insert page numbers in the top right corner of the page header.
- Footnotes provide additional content that supplements the text.

#### **4. In-Text Citations:**

- In-text citations have two formats: parenthetical and narrative.
  - In parenthetical citations, the author name and publication date appear in parentheses, Example: (Jensen, 2005).
  - In narrative citations, the author name is incorporated into the text as part of the sentence and the year follows in parentheses. Example:

Koehler (2016) noted the dangers of falsely balanced news coverage.
- When quoting directly, always provide the author, year and page number of the quotation, in both parenthetical and narrative in-text citations.
  - Parenthetical citations example: (Jensen, 2005, p. 60).
  - Narrative citations example: According to Jensen (2005), for students to succeed, "they must have a good image of themselves" (p. 60).
- When multiple pages are referenced, "pp." will be used instead of "p." (pp. 60-61).

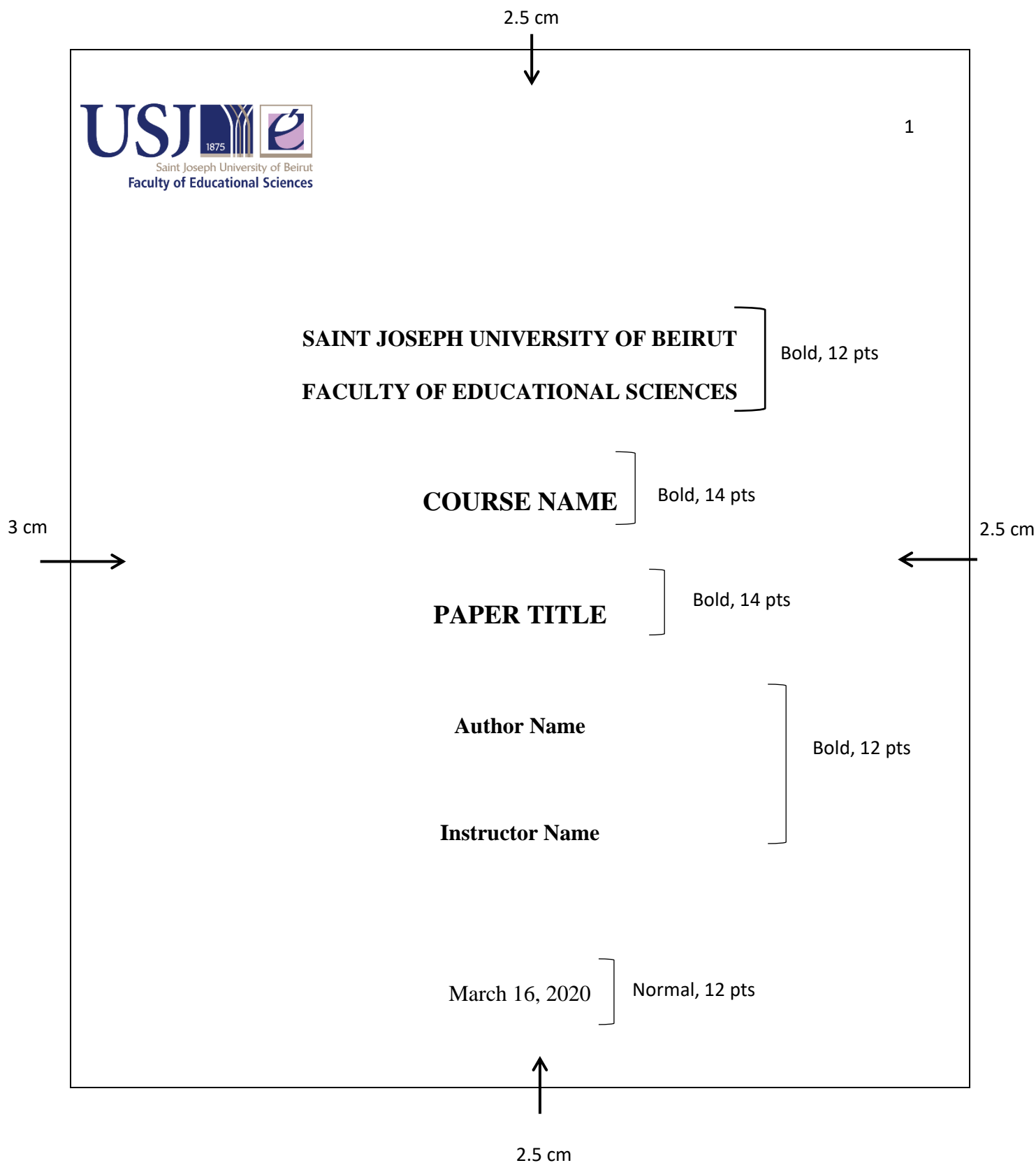
#### **5. References:**

- References are listed in alphabetical order of author's surnames regardless of the reference type (book, article, website...).
- Each entry in the reference list has a hanging indent, so that the first line of the entry is flush with the left margin, but all other lines are indented.
- For further information regarding referencing, please consult: [www.apastyle.org](http://www.apastyle.org)

**6. Appendices:**

- Appendices are additional complimentary parts that are announced in the text in a chronological order.
- They are usually placed at the end of the document, in that same chronological order, after the references, where each appendix is found on a separate page.
- Their respective titles are arranged in the manner of a chapter title (Heading 1) as Appendix A, Appendix B...

### Appendix A: Title Page Sample



## Appendix B: Reference List (APA, 7<sup>th</sup> edition)

<b>Book</b>	Author, A. A. (Year). <i>Title of the book</i> (edition). Publisher.
Example	Shotton, M. A. (1989). <i>Computer addiction? A study of computer dependency</i> . Taylor & Francis.
<b>EBook</b>	Author, A. A. (Year). <i>Title of the book</i> (edition). Publisher. DOI or URL
Example	O'Keefe, E. (2011). <i>Egoism &amp; the Crisis in Western values</i> . Academic Press. <a href="http://www.onlineoriginals.com/showitem.asp?itemID=35">http://www.onlineoriginals.com/showitem.asp?itemID=35</a>
<b>Edited book chapter</b>	Author, A. A. (Year). Title of the book chapter. In A. A. Editor (Eds.), <i>Title of the book</i> (edition, page range). Publisher.
Example	Haybron, D.M. (2008). Philosophy and the science of well-being. In M. Eid & R. J. Larsen (Eds.), <i>The science of subjective well-being</i> (pp. 17-43). Guilford.
<b>Webpage</b>	Author, A. A. (Date). <i>Title of the webpage</i> . Website name. URL
Example	James Cook University. (n.d.). <i>Borrow and renew</i> . Retrieved May 10, 2020, from <a href="https://www.jcu.edu.au/library/loans">https://www.jcu.edu.au/library/loans</a>
<b>Journal article</b>	Author, A. A. (Year). Title of the article. <i>Name of the periodical</i> , Volume(issue), page range.
Example	Sillick, T., & Schutte, N. (2006). Emotional intelligence and self-esteem. <i>E-Journal of Applied Psychology</i> , 2(2), 38-48.
<b>Online journal article</b>	Author, A. A. (Year). Title of the article. <i>Name of the periodical</i> , Volume(issue), page range. DOI or URL
Example	Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. <i>Health Psychology</i> , 24(2), 225-229. <a href="https://doi.org/10.1037/0278-6133.24.2.225">https://doi.org/10.1037/0278-6133.24.2.225</a>
<b>Unpublished dissertation or thesis</b>	Author, A. A. (Year). <i>Title of doctoral dissertation or master's thesis</i> [Unpublished doctoral dissertation or master's thesis]. Name of institution.
Example	Harris, L. (2014). <i>Instructional leadership perceptions and practices of elementary school leaders</i> [Unpublished doctoral dissertation]. University of Virginia.
<b>Online published dissertation or thesis</b>	Author, A. A. (Year). <i>Title of doctoral dissertation or master's thesis</i> (Publication Number) [Doctoral dissertation or master's thesis, Name of institution]. Website name. URL
Example	Bruckman, A. (1997). <i>Construction, community, and learning in a networked virtual world for kids</i> [Doctoral dissertation, Massachusetts Institute of Technology]. Georgia College of Tech Computing. <a href="http://www-static.cc.gatech.edu/asb/dissertation/">http://www-static.cc.gatech.edu/asb/dissertation/</a>
<b>Conference presentation</b>	Author, A. A. (Date). <i>Title of paper</i> [Paper presentation]. Title of Conference: Subtitle of Conference, Location. DOI or URL
Example	Liu, S. (2005, May). <i>Defending against business crises with the help of intelligent agent based early warning solutions</i> [Paper presentation]. The Seventh International Conference on Enterprises Information Conference on Enterprise Information System, Miami, FL. <a href="http://www.iceis.org/iceis2005/abstracts_2005">http://www.iceis.org/iceis2005/abstracts_2005</a>