

## Format for Assignments in the School of Outdoor Recreation, Parks, and Tourism

The School of Outdoor Recreation, Parks, and Tourism (ORPT) follows the guidelines of the American Psychological Association (APA), commonly referred to as the APA guidelines, that appear in the 7<sup>th</sup> edition (2020) of the *Publication Manual of the American Psychological Association* (APA Manual). This manual, like other such manuals, sets out style and formatting guidelines aimed at providing **consistency** in a printed document.

When evaluating your papers in terms of the APA guidelines, ORPT will focus on the elements found herein. The margins, page numbering, manuscript header, and referencing are required elements. The title page and headings are optional elements. Your ORPT instructor will let you know if they want you to adhere to any more APA guidelines.

Please note that this document is single-spaced to save space and paper; your assignments are to be double-spaced throughout (even the references in your reference list). If you cannot find answers to your APA formatting questions here, refer to the APA Manual; this document **does not replace** the manual. Also, note that **bolded** and **highlighted** text are used to demonstrate the examples and are not used in your documents.

The current (7<sup>th</sup>) edition also includes some minor variations for student papers. The Concise Guide to APA Style, Seventh Edition publication is designed for undergraduate writing. While the rules are the same, you may find it an easier reference guide.

### Margins

The margins should be set at 2.5 cm (1 in.) all around. If you use any form of binding other than a staple, the left margin should be increased to 4 cm (1 ½ in.) to allow for that binding.

### Page Numbering

Pages are numbered consecutively beginning with the title page. The numbers, in Arabic numerals, appear in the upper right-hand corner 1.3 cm (1/2 in.) from the top of the page and 2.5 cm (1 in.) from the right side of the page. Use the automatic header function of your word processor to enter the page numbers; do not type them in manually on each page.

### Manuscript Header

A manuscript header (the running head) appears at the top of every page of your document. While **not required** in a student paper, it identifies each page of your document if, for some reason, the pages become separated from one another. The manuscript header is a shortened version, no more than 50 characters, of your title. **It appears left justified and in all uppercase letters.** Use the automatic header function of your word processor to enter the manuscript header; do not type it in manually on each page.

### Title Page

Proper APA format includes a title page. Not all instructors in ORPT will ask you for a title page with each assignment; confirm with your instructor if they want you to include one. **If you include a title page**, the following information, in the order listed, should appear centred (vertically and horizontally) and double-spaced on the page: **a title appropriate for the report, your name, the course number and title, the instructor's name, and the due date.** The title page is counted as page 1 and so both the manuscript header and page number will appear on it.

If you do not include a title page, insert your name and student number in the header immediately below the manuscript header.

### Headings

Headings may not be required by all ORPT instructors. A report or paper **must** read and flow properly with no headings at all. Headings are simply the section names that would appear in an outline or table of contents. Headings

are used to visually break up a large mass of words for the reader (and the writer, too) and help them “see” the organization of the document.

If you use headings, ORPT requires you to follow the APA heading format. Details and examples of their use can be found in sections 2.27 – 2.28 of the APA Manual, but their format and use are outlined here.

## Levels of Headings

### **Level 1 - Centered, Boldface, Uppercase and Lowercase Heading**

The text follows in a new paragraph.

### **Level 2 - Flush Left, Boldface, Uppercase and Lowercase Heading**

The text follows in a new paragraph.

### ***Level 3 - Flush Left, Boldface, Italicized Uppercase and Lowercase Heading***

The text follows in a new paragraph.

**Level 4 - indented, boldface, lowercase paragraph heading ending with a period.** The text follows in the same line.

***Level 5 - indented, boldface, italicized, lowercase paragraph heading ending with a period.*** The text follows in the same line.

## Selecting Levels of Headings

Each **section** starts with the highest level of heading. The introduction is not labelled as such. Do not number or letter your headings.

## Referencing/Citations

Many of the papers you will write for ORPT (and other departments) will borrow the ideas of other authors. It violates Lakehead University policy and general academic honesty for you to present those ideas as if they were your own. You are, therefore, required to acknowledge the ideas from other authors through referencing.

### Citing Your References Within the Text

The following are some basic things to remember when citing sources within the text. APA uses an Author, Date format. Please refer to **sections 8.10 - 8.22** of the APA Manual **for more details** on citing sources within the text.

To acknowledge the source of an idea or a concept you are discussing but not quoted word for word, put the **author's last name (no initials) and the year of the work, separated by a comma, in parentheses** at the end of the sentence. For example,

Research shows that a regular exercise program can reduce stress and anxiety and enhance self-concept (Morgan & Goldioston, 1987; Sachs, 1984).

If you choose to use the author's name as part of the narrative, the year of the work appears in parentheses immediately following the author's name. For example,

Research by Morgan and Goldioston (1987) and Sachs (1984) shows that a regular exercise program can reduce stress and anxiety and enhance self-concept.

You'll find many times that sources have many authors so APA has some rules specifying how many of those names need to be included in the Author, Date citation. The following examples show references and how they are to be cited within your text.

### ***Works with one author.***

Bergmann, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica.

Cited as: **(Bergmann, 1993)**

United States Sentencing Commission. (n.d.). *1997 sourcebook of federal sentencing statistics*. Retrieved December 8, 1999, from <http://www.ussc.gov/annrpt/1997/sbtoc97.htm>

Cited as: **(United States Sentencing Commission, n.d.)** the first time, then **(USSC, n.d.)** for subsequent citations.

***Works with two authors.***

List both authors every time using “and” between them if the citation is in the text or use the ampersand (&) when used in parentheses.

Kraus, R., & Allen, L.R. (1998). *Research and evaluation in recreation, parks & leisure studies* (2nd ed.). Boston, MA: Allyn and Bacon.

Cited as: **Findings by Kraus and Allyn (1998) show that ...**

**(Kraus & Allyn, 1998)**

***Works with three to twenty authors.***

List only the principal (first) author followed by “et al”.

Saywitz, K. J., Mannarino, A. P., Berliner, L., & Cohen, J. A. (2000). Treatment for sexually abused children and adolescents. *American Psychologist*, 55, 1040-1049.

Cited as: **(Saywitz et al, 2000)**

***Direct quotes.***

If you are quoting directly from a source (sections 8.25 – 8.36 of the APA Manual), put the quotation in quotation marks and include a page number with the author's last name and year of the work at the end of the quote. For example,

"For goal setting to be effective, a systematic approach to the goal setting process must be taken and a number of important factors considered" (Gould, 1983, p. 7).

Or, put the author and the year before the quotation and include a page number in parentheses at the end of the quote. For example,

According to Gould (1983), when setting goals, "a systematic approach to the goal setting process must be taken and a number of factors considered" (p. 7).

If you have a direct quote of forty (40) words or more, indent the quoted section, omit the quotation marks, and follow the block quote with the page number(s) in parentheses. For example,

According to Kelly (1991),

Leisure is time beyond that which is required for existence, the things we must do, biologically, to stay alive and subsist, the things we must do to make a living. It is discretionary time, the time to be used according to our own judgement or choice. (p. 34)

***Citing secondary sources.***

If you want to use an idea or concept from an author you didn't read (a secondary source) but was cited in the work that you did read, put the idea into your own words and cite the text you read preceded by "**as cited in**". For example,

One such example of using art as leisure in prison is the work of Eames (**as cited in** Lynch & Veal, 1996) who described how the visual arts have been a positive factor in the rehabilitation process.

If you are citing material that provides **non-recoverable** data (i.e. data that is not readily recoverable by anyone else), you would be citing *personal communication*. **Section 8.9 of the APA Manual** provides examples of such material. Citations of personal communications appear **only in the text** and have the following formats.

(A. B. Smith, personal communication, January 31, 2011) or  
A. B. Smith (personal communication, January 31, 2011)

**You need to remember two things about references and citations:**

- All the references cited within the body of your report must appear in your reference list (and visa versa!).
- The author(s) and date(s) cited in your report **must match** those in your reference list.

**On writing style.**

Cite every idea that is not your own, but this often leads to citing every line. DO NOT stick a citation at the end of a paragraph unless you are simply citing that last line. Instead, cite a reference at the **first** opportunity. Then, word your sentences such that it is clear if you are referring to details in a previous sentence. If you use the name(s) of the author(s) of the **same reference** within the **same paragraph**, you do not need to include the date in the citation. The following excerpt from Blackadder (2002) is an example of those ideas.

Different groups also have different motivations. For example, men and women have different motivations to climb. However, **Morgan (1993)** found that as the experience level increased in both groups, the differences in climbing motivations decreased. **He** found that the biggest differences were between **beginner males** and **beginner females**. The **males** were much more motivated by the challenge, risk, and accomplishment [than] the females. The **females**, however, were often motivated by the wilderness aspect of climbing and the men were not. When both groups became more advanced **Morgan** found that the motivations between the two groups became very similar. Both male and female experienced climbers were influenced by selfsufficiency, self understanding, challenge, and escape. (p. 9)

Blackadder, S. (2002). *Activity profile: Rock climbing*. Unpublished undergraduate report for OUTD 1110 FA, Lakehead University, Thunder Bay, Ontario, Canada.

### **Reference List at the End of Your Manuscript**

Your list of references will appear under the level 1 style of heading, "References". The reference list must include a source for every citation in the body of the text and should allow the reader to locate the source. All references, no matter what formatting style is used, have four parts to the basic form. Those four parts, listed in the order of appearance, are as follows.

**Author(s). Year of publication. Title of the work. Source of publication.**

The details and appearance of those four parts will vary slightly depending upon the type of resource you are referencing. Since ORPT follows the APA formatting guidelines, learn APA's referencing details. The following is a synopsis of the APA rules for reference format. **The highlighted bold letters in the examples below are ONLY for illustration to indicate the illustrated element.** Refer to chapter 9 of the APA Manual for complete details.

**Note: The author line is left-justified; all subsequent lines of the reference are indented (use a hanging indent).**

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

#### ***A Note About Italics.***

In your reference, the *title of your principal source* is what gets italicized. Typically, that is either a book title or a journal name and its volume number.

#### ***Author(s).***

**McGuire, F., Boyd, R., & Tedrick, R.** (1996). *Leisure and aging: Ulyssean living in later life*. Champaign, IL: Sagamore.

Note: Title replaces author names if no author or agency is available.

#### ***Year of publication.***

Bass, B. M. (Ed.). (1985). *Leadership and performance beyond expectations*. London, United Kingdom: Sage.

Note: Use (n.d.) if no date is provided.

#### ***Title of the Work.***

Salkind, N. J. (2004). **Statistics for people who (think they) hate statistics. (2nd ed.)**. Thousand Oaks, CA: Sage.

**NOTE:** Title is italicized and only the first word is capitalized. Other words that should be capitalized include the first word after a colon and proper nouns or titles.

Cloutier, R. (1999). Should there be rescue free wilderness areas? **In S. D. Wurdinger & T. G. Potter (Eds.), Controversial issues in adventure education: A critical examination (pp. 21-27)**. Dubuque, IA: Kendall/Hunt.

#### ***Source of Publication.***

##### **Book.**

Bass, B. M. (Ed.). (1985). *Leadership and performance beyond expectations*. **London, United Kingdom: Sage.**

**Journal.** Journal information takes this form: *Journal Name*, volume number(edition number), pages. Always write the journal name in full; do not abbreviate the name.

Schell, K., Ferguson, A., Hamoline, R., Shea, J., & Thomas-Maclean, R. (2009). Photovoice as a teaching tool: Learning by doing with visual methods. ***International Journal of Teaching and Learning in Higher Education*, 21(3), 340-352**

Grant, B., Thompson, S., & Boyes, M. (1996). Risk and responsibility in outdoor recreation. ***Journal of Physical Education, Recreation, and Dance*, 67(7), 34-35.**

##### **Journal with digital object identifier (Doi).**

Herbst-Damm, K.L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. ***Health Psychology*, 24, 225-229. DOI: 10.1037/0278-6133.24.2.225**

Note: The DOI, like an ISBN, is given to documents that can now be found electronically. The URL of the site is not needed.

##### **Website.** Website information takes this form:

**Lastname, F. M. (or organization). (Year, Month Date). Title of page. Site name. URL**

Include a retrieval date only when the page's content is likely to change over time, such as a frequently edited or updated page.

United States Sentencing Commission. (n.d.). *1997 sourcebook of federal sentencing statistics*.  
<http://www.ussc.gov/annrpt/1997/sbtoc97.htm>

Fernie, D. (n.d.). *The nature of children's play*. <http://www.kidsource.com/kidsource/content2/nature.of.childs.play.html>

**NOTE:** If the URL is very long and will wrap around onto more than one line, insert a space into the URL so that a large gap is not left in the preceding line. In Fernie (n.d.), a space was inserted after “content2/” in the URL. Without that space (**inserted by you**), that reference would look like the following.

Fernie, D. (n.d.). *The nature of children's play*.  
<http://www.kidsource.com/kidsource/content2/nature.of.childs.play.html>

Here are two excellent on-line resources to consult if you need more information.

APA.org

<https://apastyle.apa.org/>

Purdue University Online Writing Lab

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)

Acknowledgement: This document was inspired by a similar one created by the University of Waikato in New Zealand. Over the years, this document has been transformed into what it is now, but some of the material seen here is from that original Waikato document.