ABC543 Template Course

THE HORIZONS UNIVERSITY GUIDE TO PREPARING

ASSIGNMENTS AND THESES

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1 Format Requirements

1.1 Style Guide Requirements

Many different styles exist. This style guide defines the formatting standards for assignments, reports and theses at Horizons University. It bases on the guide of Doe (2013) and includes the APA style for references, (American Psychological Association, 2014).

A consistent style must be used throughout the assignment and thesis.

Horizons University reserves the right to reject an assignment or thesis if a style guide is not followed.

1.2 Formatting Requirements

1.2.1 Paper Size

The standard paper size is the international ISO standard size A4 (210 mm × 297 mm) or the local standard used in North America: letter (8.5 in × 11 in / 215.9 mm × 279.4 mm).

The standard orientation is portrait. If required (e.g. for better visualization of tables or figures) landscape pages may be used.

1.2.2 Type / Font

Standard font is 12 pt. Arial or 14 pt. Times New Roman.

This line is written in 12 pt. Arial.

This line is written in 14 pt. Times New Roman.

The same font and font size must be used throughout the entirety of the paper. This uncludes page numbers, headers, figure captions, footnotes, charts, graphs, tables, etc.

1.2.3 Margins

All pages of the paper must have the margins according to Table 1.

Table 1: Margins in cm and inch.

Position	cm	inch
Left:	2,5 cm	1 inch
Right:	2,5 cm	1 inch
Top:	2,5 cm	1 inch
Bottom:	2,5 cm	1 inch

1.2.4 Page Numbering

Page numbering begins with the first page of the body of the document. ALL pages beginning with page one, chapter title pages, appendices, etc. and continuing to the final page, MUST be consecutively numbered with Arabic numerals (i.e. 1, 2, 3, etc.).

All pages prior to the first page of the body do NOT contain a page number, especially front page, table of contents, etc.

Page numbering may be top right corner, top center, bottom right corner, or bottom center, but consistency is essential. Page numbers cannot contain running headers or any other symbols. The placement of the page numbers must be consistent throughout the entire document.

Page numbers on landscape pages must appear in the same location as portrait pages. The following link show instructions on how to place portrait page numbers on landscape pages: http://support.microsoft.com/?kbid=211930

1.2.5 Headers / Headings

Running headers are not allowed. Headings (i.e. chapter title headings, section headings, etc.) must be formatted consistently throughout.

1.2.6 Layout / Line Spacing

For the whole main body 1.5 spacing must be used.

Layout: align left (flush-left ragged-right) or justify. The same layout must be used throughout the entirety of the paper.

1.2.7 Color

Color is not allowed in the form of text (i.e. hyperlinks, headings, etc.). Color is allowed in the form of photographs, tables, figures, graphs, etc. Text within tables, figures graphs etc. must be black in color.

1.2.8 Personal Information

Personal information such as home phone, cell phone, home address, and e-mail address must not be included in a paper. University-based information can be included but is not recommended.

2 Main Structure

2.1.1 Title Page

On the title page, the following information must be listed:

- The title of the paper
- The full name of the author (this must be the name on the student record)
- The location of the author
- The course (e.g. ABC543 Template Course)
- Figures, pictures or fotos are not allowed, except the logo of the University which is allowed but not obligatory
- The name of the University
- The date of submission

2.1.2 Abstract

An abstract is required for all theses and papers where the main body has more than 20 pages. For less pages, an abstract is allowed but not obligatory. Abstracts are limited to 350 words.

2.1.3 Acknowledgments

This page is optional

2.1.4 Dedication

This page is optional

2.1.5 Table of contents

Table of contents with page references

2.1.6 List of figures, list of tables, abbreviations, etc.

The list of figures is optional.

The list of tables is optional.

The list of abbreviations is recommended, if several abbreviations appear and cannot be explained each time of appearance.

2.1.7 Body of paper

Chapters and sub-chapters are numbered, e.g. 1 chapter, 1.1 subchapter 1, 1.2 subchapter 2.

Include an introduction chapter, where the reader is introduced into the subject.

Include a conclusions chapter. where the paper is summarized, conclusions are drawn and an outlook into the future is given.

2.1.8 References

The complete list of references has to be given in order to avoid accusations of plagiarism. All sources cited should appear both in-text and on the reference page. Any reference that appears in the text of your report or article must be cited on the references page, and any item appearing on your reference page must be also included somewhere in the body of your text.

Your references should begin on a new page and title the new page "References". All entries should be in alphabetical order. The first line of a reference should be flush with the left margin. Each additional line should be indented (usually accomplished by using the TAB key).

The bibliography must correspond to the APA style (see below). Titles of books, journals, magazines, and newspapers should appear in italics.

2.1.9 Appendix

The appendix is optional.

3 Elements

3.1 Abbreviations

Abbreviations need to be explained at the first place of their appearance in the main body. If several abbreviations are used, a list of abbreviations is recommended. The listing of simple or trivial abbreviations is not necessary (e.g "i.e.", "e.g.", USA, cm).

3.2 Figures

Figures, fotos or diagrams illustrate the text. It is strongly recommended to use figures. If possible, the author should create the figures and fotos himself in order to avoid copyright conflicts. Diagrams from the internet with a bad resolution need to be redrawn, see Figure 1.

Each figure has a caption below the figure, where it is explained and gets a unique identifier. Each figure has to be explained in the text in detail.
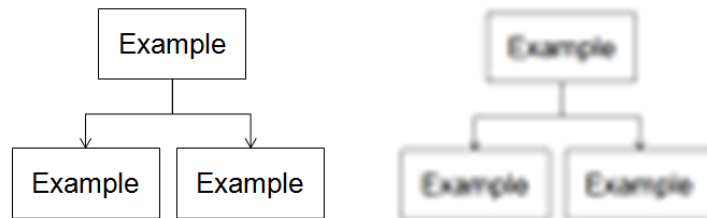

Figure 1: Redraw diagrams (left) with bad resolution (right).

3.3 Tables

It is strongly recommended to use tables especially for explaining numbers and dates. If possible, the author should create the table himself in order to avoid copyright conflicts. Tables from the internet with a bad resolution need to be redrawn.

Each table has a caption above the table, where it is explained and gets a unique identifier. Each table has to be explained in the text in detail.

3.4 Use of Literature

Scientific work mainly bases on literature study and correct citation. Please make use of a detailed literature investigation and use a broad number of relevant literature. The whole literature, cited in the text, must be given in the list of references.

Please make sure, that the literature is up-to-date. For example, a conclusion like "Nowadays, only 15% of the internet users are using social media applications, (Brown, 2003)." is wrong, because this conclusion is based on an article published in 2003 and does not consider the rise of users when the social network facebook was published in 2004. However, this article could correctly be used by "Before facebook was published in 2004 and social media became very popular, only 15% of the internet users were using social media applications (Brown, 2003)."

3.5 APA Format

APA stands for American Psychological Association. The APA has defined the standards to follow when formatting text for publication. This set of rules is aimed at ensuring **clarity** and **precision** of communication. The reader will then find that the standards will increase the **ease of comprehension** while making sure that **consistency** is applied throughout every aspect of the written material. Examples for the application of the APA style can be found in Table 2. Further hints can be found in Cherry (2014a).

Table 2: APA Format Examples.

Type of reference	Examples
Newspaper article	Belluck, P. (1999, July 6). Racial gap perplexes educators. *Raleigh News*, pp. A1, A14. NOTE: Newspaper article requires full date, year first.
Book or report	Senge, P. M. (1990). *The fifth discipline: The art and practice of the learning organization* (3rd ed.). New York: Currency-Doubleday. Marks, P., Salvia, J.**,** & Ysseldyke, J. E. (1995). *Assessment* (6th ed.). Sweetwater, MA: Houghton-Mifflin. Driver Education Association. (2005). *Road rules*. New York: Doubleday.
Chapter in a book	Magiste, E. R. (1994). Further evidence for the optimal age hypothesis in second language learning. In J. Lantolf & A. Labarca (Eds.), *Research in second language learning: Focus on the classroom* (pp. 51-57). Norwood, NJ: Ablex. Blimling, G. (2003b). The influence of college residence halls on students. In J. C. Smart (Ed.), *Higher education: Handbook of theory and research* (Vol. VI, pp. 248-307). Bronx, NY:

	Agathon.
Author is same as publisher	American Automobile Association. (1999). *Automobile safety manual*. Fairfax, VA: Author. [means it was published by the author]
Article with no author or agency as author	Teaching on the web. (1999). *Education Today, 33*(1), 14-15. Manhattan Institute. (2005). *College retention: A growing issue*. Retrieved January 22, 2006, from http://www.manhattaninstitute.org/collreten.htm
Newspaper article with no author	Newark cuts school budgets. (2005, October 5). *Wilmington News Journal*, pp. A1, A5.
Document with no date	Slivey, P. (n.d.). *Ancient scripts*. Retrieved January 25, 2004, from http://www.ed.gov/ hist/cite.htm
Articles in journals	Marsh, D. A. (2006). Making school reform work: Lessons from successful schools. *Thrust for Educational Leadership, 25*(3), 10-14. Bentro, L. R., & Long, N. (1995). Cycle of conflict. *Educational Leadership, 52*(5), 52-56.
Articles in magazines or nonjournals	Mertaw, M. C. (1999, March). Making it work. *Parents as Teachers, 11*, 14-17. Graham, B., & Forbes, R. (2005, April 17). Curriculum reform: A necessary evil? *Education Week, 42*, 29-35. NOTE: Month or full date rather than issue number for magazines; volume and issue are required for journals; note italics for vol. # but not for issue #; no space between page numbers.
Paper presented at a conference or meeting	Wilson, J. D. (1999, April). *Teaching children to want to read*. Paper presented at the annual meeting of the National Association for Literacy, Las Vegas, NV.

On-line Internet sources	Hyde, R., & Park, B. (1995, May 22). Best of their abilities. *Education Week on the Web, 14*. Retrieved February 20, 2001, from http://www.edweek.org/ew/14.htm
	Steege, M. W. (1998, May). School psychology: What a great IDEA! *National Association of School Psychologists Communique, 26*. Retrieved December 21, 2004, from http://www.nasponline.org/publications/cq/cq267posbehsup.aspx
	Williams, P. F. (1991). *Position paper on supported inclusive education*. Retrieved January 28, 2001, from http://www.arcnj.org/html/inclusive_ed.html
	British Toy and Hobby Association. (2000, July 27). *No time for child's play* [Press release]. Retrieved May 25, 2001, from http://www.btha.co .uk/pr/pr270700.html
	NOTE: Provide **DATE FIRST RETRIEVED.**
	NOTE: **Web address must go to document being listed, NOT to the "home page."**
	NOTE: No period after web address. Try to find web address that is not excessively complex.
	NOTE: Internet quotes in narrative must be introduced with author and year and "page number" cite after quote must include section/subheading and paragraph number counted within that section (Introduction and Overview section).
	NOTE: *MUST disable MS Word automatic feature--web addresses must NOT be underlined nor in blue and must be able to be divided. See Format-Autoformat-Options and uncheck all before retyping.*
	NOTE: Full date required for Ed Week and other weeklies; note

	dividing of web address to balance lines--after / but before a period
ERIC documents	**MUST INCLUDE PUBLICATION INFORMATION** or Internet address that goes to the actual document being listed OR retrieved from ERIC database.] Bernard, B. (1990). *A case for peers*. Portland, OR: Northwest Regional Educational Laboratory. (ERIC Document Reproduction Service No. ED327755) Stone, L. (1991). *Making the language laboratory interactive* [ERIC Digest No. 119]. ERIC Clearinghouse on Language and Linguistics. Retrieved May 23, 2002, from http://www.ed.gov/databases/ERIC_Digests/ed343407.html OR if you got the document from the ERIC Internet site, you may provide the retrieval date and …. from ERIC database. Must have ERIC number at the end. Marks, J. R. (1988). *Evaluation methodology*. Retrieved July 19, 2004, from ERIC database. (ERIC Document Reproduction Service No. ED296816) NOTE: No period at the end; no spaces in ED number
Documents From a Database	Biswalo, P. (2001). The systems approach as a catalyst for creating an effective learning environment for adults in part-time and distance learning. *Convergence, 34*(1)*,* 53-66. Retrieved January 26, 2002, from H. W. WilsonWeb database. Ensari, N., & Miller, N. (1998). Effect of affective reactions on preferences for crossed categorization discussion partners.

	Journal of Personality and Social Psychology, 75, 1503-1527. Retrieved September 29, 2002, from FirstSearch database.
	Green, P., & Glover, L. (2001). Ddistributed learning model. *Advanced Management Journal, 66*(3)*,* 36-43. Retrieved March 17, 2002, from ProQuest Direct database.
Dissertations	Anthony, V. L. (1973). *Personality correlates of effectiveness among student assistants in residence halls.* Unpublished doctoral dissertation, Oklahoma State University, Stillwater.
	Bell, E. E. (2002). *Resident assistant motivations to seek the position: A comparison between generations X and Y.* Unpublished master's thesis, Virginia Polytechnic Institute and State University, Blacksburg.
	Conlogue, J. A. (1993). Resident assistant perceptions of their roles and responsibilities. *Dissertation Abstracts International*, *54* (09), 3275. (UMI No. 9406339)
	NOTE: Capitalization, italics, order of information, etc. SPACE BETWEEN AUTHORS' INITIALS; comma before the & for more than one author.

3.6 Citation

All of the sources that you use in your paper should be cited in two ways. First, an in-text citation should be used wherever you refer to another source in the body of your paper. This is often accomplished by including the name of the source's author and the publication year, (Cherry, 2014b).

The second way that sources should be cited in APA format is to include a reference section at the end of your paper that provides the full reference for any and every source that was cited in the body of your paper. Always remember, if you cited a source in your paper, it must also be included in the reference section, (Cherry, 2014b).

When citing in APA format in the text of your paper, use the author's name followed by the date of publication. For example, if you were to cite Sigmund Freud's book The Interpretation of Dreams, you would use the following format: (Freud, 1900). The extended information on the source should then appear in your reference section, (Cherry, 2014a).

The APA citing format you use can vary depending upon the number of authors that are listed. If a book has just one author, simply provide the author's last name followed by the publication date.

In cases where there are two authors, the last names of the authors should be used followed by the publication date:

For example:

- ...as Smith and Jones (2005) described...
or
- ...the study found a statistically significant relationship between the two variables (Smith & Jones, 2005).

In cases where there are more than two authors, the last name of the first listed author should be used, followed by "et al.".

For example:

- ...students demonstrated competence after reading about APA format (Smith et al., 2005).
or
- Smith et al., (2005) found that...

In some instances, a publication might not have a listed author. Include the short title of the article followed by the date of publication.

For example:

- ...the findings were contradicted previous research on the subject ("New Research," 2009).

4   Special Problems

4.1.1   Copyright Violations

When any copyrighted material is used, the student must conform to all laws pertaining to the use of copyrighted material. Also, use of materials, including figures, legends, and pictures from a single publication, even if cited, can be a copy right violation. In this case, it is acceptable to contact the author of the publicationfor permission to use his/her work. Documentation of permission must be included in the appendices of the paper.

4.1.2   Patented Material

The use of patented material in a paper is expressly prohibited without the prior consent of the patent holder. Documentation of permission must be included in the appendices of the paper.

4.1.3   Plagiarism

Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. The use of a direct quotation, figure, table, graph or legend directly from a publication that is not cited is also considered plagiarism. The University reserves the right to check any thesis or dissertation for plagiarism.

4.1.4   Research Compliance

The student ensures compliance with regulatory requirements. Special attention is needed for the following areas, but not limited to them: Biological Safety, Export

Control, Human Subjects, Vertebrate Animals, Radiation Safety, Responsible Conduct of Research, Toxic Substances, Ethical aspects and military or dual use.

List of References

American Psychological Association (2014). APA Style. Retrieved May 11, 2014, from http://www.apastyle.org/

Cherry, K. (2014a) APA Format - General Rules for APA Format. Retrieved May 11, 2014, from http://psychology.about.com/od/apastyle/a/apageneral.htm

Cherry, K. (2014b) Citing In APA Format. Retrieved May 11, 2014, from http://psychology.about.com/od/apastyle/a/apa-citing.htm

Doe, T. (2013, August). The University of Arkansas Graduate School Guide to Preparing Master's Theses and Doctoral Dissertations, University of Arkansas. Retrieved May 11, 2014, from http://grad.uark.edu/dean/thesisguide.php