A Brief COEX Guide to Style for Proposals and Papers

Below are some style guidelines for writing your field project proposal and final paper. It includes American Psychological Association (APA) editorial rules and grammatical practices that should be utilized by COEX and SIDCO students.

CITATIONS

- Cite sources by author’s last name and the date published. When using a quote or referring to specific data, you must also include the page number where the information can be found. Make sure everyone you cite is in your reference list and is listed in the same way as the citation. Example: (Mandela, 2002, p. 25)
- When the author’s name is in a sentence, you do not need to cite it in parentheses. Example: Kabeer claims that gender is “socially constructed” (1994, p. 347).
- Use “Ibid” if repeating the citation directly after citing it in the same paragraph. Example: (Ibid, p. 29)
- Punctuation follows parenthetical citations. An example of this is when there are periods at the end of a sentence. Example: “…at any administrative level” (Rodriguez, 2002, p. 22).
- In your reference list book and journal titles should be italicized (or underlined). The references should be alphabetized according to the last name of the first author. Website citations should include the date retrieved as websites often change.

QUOTING

- Quotes need to be worked into a sentence. Do not just drop them in freestanding. The grammar in a quote should be consistent with the grammar in the sentence in which it is embedded.
  It is incorrect to write: Gender and development is an important issue. “Without taking gender into account, development projects are doomed to fail” (Yin, 2002, p. 25).
  It is correct to write: Gender and development is a crucial issue. As Yin points out “without taking gender into account, development projects are doomed to fail” (2002, p. 25).
Note that the period follows the parenthesis. Otherwise, punctuation generally goes inside quotation marks in U.S. grammar.

When using a quotation longer than three lines, it should be a free-standing block indented and separated from the text by double spaces. Do not use quotation marks if you indent. Do not italicize the quote or use a different font size.

**MISCELLANEOUS**

- Do not use contractions in formal papers.
- The titles of books and journals should be in italics.
- Consecutive phrases should be constructed in grammatically similar ways.
- It’s = it is; “there” answers the question “where?”
- Commas and other punctuation marks go inside quotation marks in U.S. English (not true of the British).
- Footnotes go outside the punctuation mark.
- Paragraphs should be either separated by double spacing (not triple) or indented in the first line, not both.
- Be consistent in the grammar of lists.
- Ensure that, if you say that you are going to do something in your paper, you actually do it.
- Make sure that, in using titles, the titles are correct. For example, the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) should not be referred to as Convention Against Violence Against Women.

**ADDITIONAL SOURCES FOR APA STYLE**

http://www.drkenhunt.com/apa.html

Manuals for the APA referencing system are available in both the SID Library and Goldfarb (Main) Library. They can also be found on-line at:
http://brandeis.libguides.com/content.php?pid=10580&sid=70585
http://library.duke.edu/research/citing/index.html

**Examples of APA citations**

**In-text citations**
When you are paraphrasing:
Smith and Watson (1969) said that economic development....
When you are using a quotation:

Smith and Watson (1969) said that “economic development could not take place without institutions” (p. 11) and went on to show that...

Or if your quote is longer than three lines, then it should be double indented and single-spaced. You do not need to use quotation marks when indenting. For example:

Economic development could not take place without institutions. Every nation since the Paleolithic has had institutions, and those that did not, perished in less than two generations (p.23). This is in contrast to Jones and Shaw (2007), who believed that Institutions were a complete waste of time. However, Jones and Shaw failed to offer a realistic program for ‘eradicating institutions”, as they called it (p.799).

Citation Format for List of References

Articles
    Article author: Mary Smith
    Date of publication: (1999)
    Article title: Income and game consumption
    Journal title: American Journal of Agricultural Economics
    Volume number: 23
    Issue number: (5)
    Page numbers: 458-464

Books
    Book author: Mary Smith
    Date of publication: (2000)
    Book title: Economic Development: The Asian Experience
    Location of Publisher: New York
    Publisher: New York University Press

Chapters
    Book author: Silvia Marcos
    Date of publication: (2002)
    Article title: Economics and Gender
Reports and Working Papers
Indicate the title of the report or working paper series in parenthesis after the title.

Websites

For more information on citing the variety of sources on the Web and other materials, visit http://www.apastyle.org/elecmedia.html and pp. 216-281 in Publication Manual of the American Psychological Association (available in the SID Library).