

Cindy Alder (*Your Full Name*)

Math 1030-001 (*Course Name & Section Number*)

Format for Quantitative Literacy Papers (*The Assignment Title*)

Your Quantitative Literacy (Math 1030) course will require you to write numerous papers throughout the semester. It is important that when you submit a paper, it is formatted properly. Each paper must be typed using Times New Roman 12-point font, double spaced, with one inch margins on all sides. The paper must include a heading with your full name, course name and section number. The heading should be double spaced and left aligned. The paper should also include an assignment title, which should appear before the body content and be centered aligned.

Each paper must be more than one page but less than two pages in length. If you use any sources for your paper, you must properly cite those sources using APA format on a reference list. (See pages 3-5 for the basic rules for a reference list.) Your reference page should begin on a new page with the heading centered. (See page 2 for an example.) The entries should be alphabetized by author's last name.

Before submitting your paper, you are expected to proofread it carefully for correct spelling, punctuation, and grammar. You should also read it critically for form and content. You may visit the Snow College Writing Lab located in the Humanities Building 149 A-B if you would like help polishing your papers (www.snow.edu/writlab). Quantitative Literacy is a college-level general education course, and your paper should not only reflect your ability with the required math content but should also reflect your ability with college-level writing.

Sample Reference List

- Allen, J. D. (1998-2012). Pierre de Fermat (1601-1665) France. Retrieved March 10, 2014, from <http://www.fabpedigree.com/Tech/mathmen.htm#Fermat>
- Burger, E.B. & Starbird, M. (2013). *The heart of mathematics: an invitation to effective thinking* (4th ed.). Hoboken, NJ: John Wiley & Sons, Inc.
- Gray, Mary W. (1976). "Sophie Germain, A Bicentennial Appreciation," [AWM Newsletter](#), Vol. 6, No. 6, 10-14. [Reprint in *Complexities: Women in Mathematics*, Bettye Anne Case and Anne Leggett, Editors, Princeton University Press (2005), 68-74.]
- Perl, Teri. *Biographies of Women Mathematicians and Related Activities*. United States: Addison-Wesley, 1978.
- Pickover, C. A. (2009). Mathematical universe hypothesis. In *The Math book* (pp. 516-517). New York, NY: Sterling Publishing.
- Riddle, L (March 6, 2014). Maria Gaetana Agnesi. Retrieved March 21, 2014, from <http://www.agnesscott.edu/Lriddle/women/agnesi.htm>

The following information has been adapted from The Purdue Online Writing Lab (OWL). Please visit <https://owl.english.purdue.edu/owl/resource/560/05/> for additional information.

Reference List: Basic Rules

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Your references should begin on a new page separate from the text of the essay; label this page "References" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title). All text should be double-spaced just like the rest of your essay.

Basic Rules

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent.
- Present the journal title in full.
- Maintain the punctuation and capitalization that is used by the journal in its title.
 - For example: *ReCALL* not *RECALL* or *Knowledge Management Research & Practice* not *Knowledge Management Research and Practice*.
- Capitalize all major words in journal titles.
- When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.
- **Please note:** While the APA manual provides many examples of how to cite common types of sources, it does not provide rules on how to cite all types of sources. Therefore, if you have a source that APA does not include, APA suggests that you find the example that is most similar to your source and use that format. For more information, see page 193 of the *Publication Manual of the American Psychological Association*, (6th ed., 2nd printing).

Refer to <http://www.apastyle.org/> for additional information on APA Style.

Format Examples

Below you will find format information for specific reference types. In addition, you will find sample(s) references listed in blue.

Books

Format:

Author's last name, first initial. (Publication date). *Book title*. Additional information. City of publication: Publishing company.

Burger, E.B. & Starbird, M. (2013). *The heart of mathematics: an invitation to effective thinking* (4th ed.). Hoboken, NJ: John Wiley & Sons, Inc.

Chapters within Books

Format:

Author's last name, first initial. (Publication date). Chapter title. In *Book title*. (pp. page numbers). City of publication: Publishing company.

Pickover, C. A. (2009). Mathematical universe hypothesis. In *The Math book* (pp. 516-517). New York, NY: Sterling Publishing.

Encyclopedia & Dictionary

Format:

Author's last name, first initial. (Date). Title of Article. *Title of Encyclopedia* (Volume, pages). City of publication: Publishing company.

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

Merriam-Webster's collegiate dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Magazine & Newspaper Articles

Format:

Author's last name, first initial. (Publication date). Article title. *Periodical title*, volume number(issue number if available), inclusive pages.

Note: Do not enclose the title in quotation marks. Put a period after the title. If a periodical includes a volume number, italicize it and then give the page range (in regular type) without "pp." If the periodical does not use volume numbers, as in newspapers, use *p.* or *pp.* for page numbers.

Note: Unlike other periodicals, *p.* or *pp.* precedes page numbers for a newspaper reference in APA style.

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

Website or Webpage

Format:

Online periodical:

Author's name. (Date of publication). Title of article. *Title of Periodical*, volume number, Retrieved month day, year, from full URL

Online document:

Author's name. (Date of publication). *Title of work*. Retrieved month day, year, from full URL

Note: When citing Internet sources, refer to the specific website document. If a document is undated, use "n.d." (for no date) immediately after the document title. Break a lengthy URL that goes to another line after a slash or before a period. Continually check your references to online documents. There is no period following a URL.

Note: If you cannot find some of this information, cite what is available.

Devitt, T. (2001, August 2). Lightning injures four at music festival. *The Why? Files*. Retrieved January 23, 2002, from <http://whyfiles.org/137lightning/index.html>

Dove, R. (1998). Lady freedom among us. *The Electronic Text Center*. Retrieved June 19, 1998, from Alderman Library, University of Virginia website: <http://etext.lib.virginia.edu/subjects/afam.html>

Note: If a document is contained within a large and complex website (such as that for a university or a government agency), identify the host organization and the relevant program or department before giving the URL for the document itself. Precede the URL with a colon.

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>