

Fischler School of Education and Human Services

All students are expected to use the following format for all written course assignments:

- Title Page
- Body of Text
- References

(If other sections are required, an explanation will be provided in the syllabus or course guide. For doctoral students completing applied dissertation documents, the *Style Guide for the Applied Dissertation* should be used. This guide is available from the Applied Research Center Web site at www.schoolofed.nova.edu/arc)

- Set 1" margins on all sides.
- Use left margin justification.
- Set the font for 12 pt with Times New Roman or other readable serif font.
- Use no bold or underlining. Underlining may be used for linking URLs if requested for certain assignments.
- Use no running heads or page headers.
- Use the "Insert" function to insert Arabic page numbers at the upper right corner with the same font as the text (no italics, periods, hyphens, underlining, or bold).
- Use white paper.

The title page will contain three single-spaced sections, vertically and evenly spaced and centered. It will contain no page number.

- Top section:

Title of the Assignment
Upper and Lower Case Style

- Middle section:

by
Student's Full Name
Course code and CRN
Title of Course

- Bottom section:

Nova Southeastern University
Month, day, year

The Body of Text will start with the page number 2.

- Indent ½" for each new paragraph, the default on most word processors.
- Text is to be double-spaced.
- For headings and subheadings, follow current APA style as described in sections 3.31-3.32 of the APA manual.

In the following cases, single-spacing will be used.

- Block quotes
- Table of Contents
- Abstract
- Table titles and figure captions

The References list will start on a new page after the main body; pagination should be continuous throughout the main body and the References section.

The title is to be centered at the top of the page on the first available line (as shown below). The ensuing instructions show how each item will look with hanging indent.

References

For each entry, use hanging indent and single-spacing. To format for a hanging indent in MS Word, click on “Format,” selecting “Paragraph,” and choose “Indentation”; under “Special,” change to “Hanging.” Double-space between entries.

References are listed in alphabetical order and follow the current APA format. Hanging indent looks like these two instruction items. Appendix pages follow the References list.