
Page Setup
- 1” on every side of the document
- Double-spaced; no extra spaces
- 12 pt font
- TWO spaces follow punctuation

Title Page
- Running head
  - Now included in the header
  - Type “Running head”
  - a colon
- Abbreviated version of the title in all caps
- No more than 50 characters & spaces
- Title
  - Concise statement of main topic
  - Fully explanatory on its own
- Author Name(s)
  - Omit titles (Dr., Professor) and degrees (PhD, EdD, MD, etc.)
- Institutional Affiliation
  - If none, list city and state of residency
  - Author Note (if applicable)

The Author Note
- Should appear on the first page below title, byline, institutional affiliation
- First paragraph: Complete departmental affiliation
  - Author name as it appears in the byline, department name, university name; next author name, department name, university name.
    - State names should be spelled out
  - Second paragraph: Changes of affiliation (if any)
    - Use this wording: [author’s name] is now at [affiliation].
    - Include department and institution
  - Third paragraph: Acknowledgements
    - Identify grants/other financial support (and source), other colleagues who assisted. Do not acknowledge peer reviewers/editors, etc.
    - Explain special circumstances concerning authorship
    - Thanks for personal assistance
  - Fourth paragraph: Contact info
    - Complete mailing address. End w/ email address, no period.

Header Levels
These have changed!
- Header levels go in order, 1-5. If using one level, use Level 1. If using two, use Levels 1 and 2, and so on.

Level One is Centered, Bold, Uppercase and Lowercase
Level Two is Flush Left, Bold, Uppercase and Lowercase
Level Three is Indented, bold, lowercase paragraph heading ending with a period. Paragraph.
Level Four is indented, bold, italicized, lowercase paragraph heading ending with a period. The paragraph follows.
Level Five is indented, italicized, lowercase paragraph heading ending with a period. The paragraph follows.

Digital Object Identifier (DOI)
- If the source has a DOI, cite it after the rest of the citation is finished:
Reference List

- Book

- Book with editor

- Journal paginated by volume
  - With DOI: Same format, but after page number: doi:10.1037/0278-6133.24.2.225

- Journal paginated by issue

- Article From an Online Periodical
  - (Note: if there is no print version available, include date of access and URL after the issue: Retrieved July 5, 2005, from http://www... Use the exact URL of the article if possible, unless you have retrieved an article from a newspaper’s site (e.g. www.newyorktimes.com)

- Article from a Database

- Non-Periodical Web Document
  - List as many as possible of the following:
    - Author’s name. Date of publication (use “n.d.” if no date is known or available). *Title of the document in italics*. Date of access. URL directly to the source
    - Keep them in this order!
    - If there is no author, use the title as the author, followed by the date in parenthesis.

Contact Information:

**Writing Center Director:** Michael Frizell

**Phone, Director:** 417-836-5006

**Office, Director:** Meyer Library 112

**Director E-Mail:** michaelfrizell@missouristate.edu

**Writing Center:** 417-836-6398

**Location:** Bear CLAW, 1st Floor Meyer Library

**Website:** http://writingcenter.missouristate.edu

**Center E-Mail:** writingcenter@missouristate.edu