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**Graduate Writing Guidelines for TFC Graduate Studies**

Like it or not, writing is a critical skill for graduate studies and professional employment and practice. The MA OL, MA MFT, MA CM, and the Graduate Certificate programs at TFC require APA style in all courses. The following guidelines are based on the referencing system described in the *Publication Manual of the American Psychological Association* (7th ed., 2020). If the following examples do not answer the questions you have, please consult the *Publication Manual* in the library, or go to [www.apastyle.org](http://www.apastyle.org) (*Note:* not all psychology/counseling journals strictly follow APA format; there are also a number of more detailed summaries of the *Manual* available on the internet).

These guidelines must be followed in all courses, for all papers that you submit. Individual professors may have additional or modified requirements for specific papers.

**General Style Considerations**

• Observe general writing expectations common to graduate-level education.
• Papers are to be well reasoned, logical, and editorially correct (free from errors of grammar
and syntax).
• Double-space everything (yes, everything and always, including references and title page).
• If submitting a hard copy, print on one side of an 8 1/2 x 11-inch sheet.
• 12 point standard font, such as Times New Roman or Courier.
• One-inch margins all around.

• Include the TFC Graduate Assignment Cover Sheet as the first page of every submitted assignment (available in the Graduate Student Resource Center on Moodle)

• Then include a proper title page (see sample below)
• All pages, including the title page, are numbered sequentially using Arabic numerals (Note:
if the assignment is a 5-page paper, it needs to be 5 pages of content, plus the title page and
the references. In this case, there would be 7 numbered pages in the document).
• Normal paragraph indentation is five to seven spaces from the left margin.
• Use left justification only.
• Use only one space after all punctuation, except after abbreviations, for example, e.g., a.m. or
U.S., when no space is needed.
• Major (level 1) Headings (e.g., Paper Title, Major Sections, References, Appendices) should be centered on the page and the first letter of each word capitalized (not bolded, nor italicized). See below for subheadings)
• Do not include an Abstract or Table of Contents.
• Headers and Running Heads are not required.

**Sections**

• Title page (see guidelines and sample on the next page).
• Main body of paper including an introduction (with no heading – do not use heading “Introduction”), headings and subheadings, and a conclusion/summary, and references.
• For the reference list, label it “References” (it is not a “Bibliography”); include only those
references explicitly cited in the body of the paper.
• Appendices, with detailed information that is too long for the body of the paper, but useful
information for the reader.

**Headings and Subheadings**

|  |  |
| --- | --- |
| **Centered, Bold, Title Case** | Level 1 |
| **Flush Left, Bold, Title Case** | Level 2 |
| ***Flush Left, Bold, Italic, Title Case*** | Level 3 |
|  **Indented, Bold, Title Case, Ending With a Period.** Content of this section then begins on the same line. | Level 4 |

 (*Note*: Title case means that major words are capitalized but is otherwise lowercase. If additional levels of headings are needed, consult the *Manual*, p. 48,for details.)

**Title Page**

Each paper should have a title page per the following criteria (an example of the title page
appears on the next page: note, the information we require on the title page is different from what
APA requires):
• Running heads are not required on the title page (or the rest of the paper unless required by
your instructor). However, if you DO use a running head, consult the APA manual for correct
formatting.
• The title page is numbered as page 1.
• Type the paper title in uppercase and lowercase letters. Title should be centered between the
left and right 1” margins and positioned in the upper half of the page, 6 double-spaced lines
below the top margin. If the title is two or more lines, double space between the lines. The
title should be no more than 12-15 words maximum.
• Your name is centered one double-spaced line below the title. Your academic program and
major should be placed one double-spaced line below your name. The institutional affiliation
(Toccoa Falls College Graduate School) is then centered one double-spaced line below your program.
• The instructor’s name, course number/name, and the date are centered between left/right
margins on the lower half of the page, 5 double-spaced lines below the institutional
affiliation. Double space between each line.
• See sample on next page.

Title of Paper

(*6 double-spaced lines from top margin)*

Student’s Name

Degree and Major
*(Example:* M.A. Marriage and Family Therapy)

Toccoa Falls College Graduate School

Instructor’s Name

*(5 double-spaced lines below Institution)*

MFT xxx: xxxxxxxxxxxxxx

**(Course Number & course name.** *Example:*MFT 513: Worldview, Professional Identity, and Ethics

Date submitted

**Citations**

• APA uses a parenthetical system of referencing, not footnotes or endnotes (see examples
below). Unlike other formatting systems, footnotes are used rarely, and only for crucial
explanatory notes, not for giving the citation.
• The use of quotations is discouraged. Only quote when the particular phrasing of the author
is essential to convey to the reader. Otherwise, paraphrase the ideas and express them in your
own words, and add a parenthetical citation.
• It must be clear where each idea originates, therefore, one citation at the end of a paragraph
does not cover the whole paragraph. However, multiple parentheses citing the same author
within one paragraph is not consistent with APA style either. In such cases, identify the
author at the beginning of the paragraph, and refer back to that author throughout the
paragraph (see Example A. 3. below).
• If the same author and same article/book is cited within a paragraph, the year does not have to be repeated within that paragraph. Each new paragraph should identify the author and year even
if identified in the previous paragraph.
• Page numbers are only given for exact quotations (“p.” or “pp.”), and are not used for paraphrased material.
• When you quote, you must reproduce quotations exactly as they appear in the original text (do not correct the spelling or phrasing in the quote).
• Whether you quote or paraphrase, be very careful not to plagiarize. Always provide a citation
when you use another person’s words or ideas, including your instructors. You must give credit when you make use of another person's ideas. Plagiarism is considered stealing and is grounds for dismissal from the College.
• Carefully follow the examples given below that highlight the following rules:
1. Page number of the quotation follows the quotation (in parentheses).
2. Quotations fewer than 40 words are incorporated as sentences in the text.
3. Quotations of 40 words or more are displayed in a separate block, begun on a separate
line, and indented 5 spaces (usually one tab).
4. In-text quotations are marked with double quotation marks at both ends of the quote.
5. Do not use quotation marks for a block quotation, but within a block quotation, use
double quotation marks to indicate any quotations within the block quotation.
6. Place periods and commas within closing single or double quotation marks.
7. Place other punctuation marks inside quotation marks only when they are part of the
quoted material.
8. Multiple authors referred to in the same parenthesis are listed alphabetically.

A. *Using Another Person's Ideas Without Actually Quoting*

 1. *Specific information.*

In their chapter, entitled "But I Want to Help People!," Leming, DeVries, and Furnish (1989) argue that in Western society we have been trained to think psychologically. Therefore, we have great difficulty in using sociological perspectives in our efforts to help people.

 2. *General content.*

More than twenty different teaching techniques are described by one well-known Christian educator (Gangel, 1986).

3. *Using the same author for a section of text within a paragraph.*

Gingrich (2020) discusses a phased model of therapy for complex trauma survivors. She underscores the importance of establishing safety and symptom stabilization in Phase I before doing any trauma processing which is the at the core of Phase II work. Gingrich goes on to discuss Phase III work which consists of consolidating previous therapeutic gains and resolving the issues of how to live as an integrated whole.

B. *Quotations*

 1. *Complete sentence or short section.*

Leming, DeVries and Furnish (1989) summarize their view by stating that "The possibilities for utilizing sociological research findings for the cause of Christ on earth can be limited only by our imaginations and commitments to service" (p. 43).

2. *Longer quotes.* Place quotations of 40 or more words in a freestanding block of double-spaced lines, indented five spaces from the left margin and five spaces from the right margin, with no quotation marks (unless the quotation marks appear inside the original quote, as seen in the example). Note that in this case, the final period is placed before the parenthetical citation.

Kaiser (1988) states:

The woman was never meant to be an assistant or “helpmate” to the man. The word *mate* slipped into English since it was so close to Old English *meet*, which means “fit to” or “corresponding to” the man.... What God had intended then was to make a “power” or “strength” for the man who would in every way “correspond to him” or even “be his equal.” (p.26)

3. *Omission of words or sentences.* An omission of words within a quoted sentence is indicated by three spaced periods (. . .) ; omitted words at the end of a sentence requires three spaced periods plus the period for the sentence (. . . .). See example B.2. above.

“Without . . . some kind of formal presentation of material, the discussion might degenerate into a pooling of ignorance" (Gangel, 1986, p. 52).

Scripture tells us: "For Ezra had devoted himself to the study and observance of the Law of the LORD and to teaching its decrees and laws in Israel" (Ezra 7:10 NIV).

C. *Scripture Citations*

As a teacher of Scripture, Ezra recognized the importance of personal study and obedient practice of the Word of God (Ezra 7:10).

***Note****:* The specific Bible translation is not necessary unless you are needing to highlight the specific wording of a passage (e.g., “observance of the Law”), or to contrast the wording from different translations.

**References**

* Start the references on a new page, the title centered at the top of the page, but not bolded.
* The appendices, if any, follow the reference page(s).
* The references include only those works specifically cited in the body of the paper.
* All references are double-spaced with the first line of reference flush with the left-hand margin and subsequent lines indented one tab (a hanging indent).
* All reference entries are alphabetized according to the last name of the principal author.
* Use initials for the author’s first name (i.e., do not spell out their first name), with a space between first and second initials.
* Use “sentence case” for book and article titles (first letter of each word is lower case, except for the first word), and use “title case” for journal titles (each word is capitalized).
* Be sure to include all the required information (editor, publisher, etc.). Note that APA no longer includes the city, state, or country of publication.
* Always capitalize after a colon in references and in regular text.
* For internet sources, do not include the words “Retrieved from:” (that was required in previous versions of APA)
* Carefully, examine the following examples:

A. *Books*

 1. *One author.*

Go, S. P. (1993). *The Filipino family in the eighties.* De La Salle University.

 2. *Multiple authors.*

Wilson, D. (1980). Should Christians be cultural relativists? In W. Smit (Ed.), *Christian perspectives in sociology* (2nd ed., pp. 132-140). Calvin College.

Sbanotto, E. N., Gingrich, H. D., & Gingrich, F. (2016). *Skills for effective counseling: A faith-based integration.* IVP Academic.

Stevens, R. P., & Collins, P. (1993). *The equipping pastor: A systems approach to congregational leadership.* The Alban Institute.

 3. *Chapter from an edited book.*

4. *DSM-IV-TR* & *DSM-5.*

American Psychiatric Association (2000)*. Diagnostic and statistical manual of mental disorders* (4th ed. - text revision). Author.

American Psychiatric Association (2013). *Diagnostic and statistical manual of mental disorders* (5th ed.). <https://doi.org/10.1176/appi.books.978089042559>.

5. *The Bible.* Typically, the Bible is not included in the references unless you are referring to an uncommon translation or paraphrase*.*

B. *Articles*

Collins, G. R. (1994). The puzzle of popular spirituality. *Christian Counseling Today, 2*(1), 10-14.

(*Note*: Only the journal title and volume number are italicized. Include issue number in parenthesis only when journal is paginated by issue, not volume).

Beck, J. R. (2003). The integration of psychology and theology: An enterprise out of balance. *Journal of Psychology and Christianity, 22*, 20-29.

(*Note:* When pagination is continuous by volume, do not include issue number.)

(*Note:* Include the doi if available)

Carlson, D. S., Thompson, M. J., & Kacmar, K. M. (2019). Double crossed: The spillover and crossover effects of work demands on work outcomes through the family. *Journal of Applied Psychology, 104*(2), 214-228. <https://doi.org/10.1037/ap10000348>

1. *Presentation* (a class lecture, conference presentation, TV show, film)

Gingrich, F. (2005, Oct. 1). *Attachment or differentiation-of-self: Competing or complementary approaches to marriage and family counseling*. Paper presented at the World Conference of the American Association of Christian Counselors, Nashville, TN.

1. *Website article or video*

Sleek, S. (1996, January). Psychologists build a culture of peace. *APA Monitor*, pp. 1, 33. <http://www.apa.org/monitor/peacea.html>

Gingrich, F. (2006, Apr. 7). *James Fowler’s stages of faith and faith development.* Lecture presented in CO503 at Denver Seminary, Littleton, CO.

(*Note:* If the internet article does not have page numbers, you should try to obtain the page numbers from the print version. If you are using quotations in the text of your paper, you may use paragraph numbers (e.g., “¶3”) to indicate the location of the quotation in the document.

Do not cite the search engine through which you found the book/article, for example, Kindle, PsychInfo, rather, look for the url of the website that the search engine sent you to and reference the url. (e.g., [www.psychotherapy.net](http://www.psychotherapy.net))

Please send questions and corrections to:

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