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Social Problems Within Education

This is an electronic template for papers written in GCU style. The purpose of the template is to help you follow the basic writing expectations for beginning your coursework at GCU. Margins are set at 1 inch for top, bottom, left, and right. The first line of each paragraph is indented a half inch (0.5"). The line spacing is double throughout the paper, even on the reference page. One space after punctuation is used at the end of a sentence. The font style used in this template is Times New Roman. The font size is 12 point. When you are ready to write, and after having read these instructions completely, you can delete these directions and start typing. The formatting should stay the same. If you have any questions, please consult with your instructor.

Citations are used to reference material from another source. When paraphrasing material from another source (such as a book, journal, website), include the author’s last name and the publication year in parentheses.When directly quoting material word-for-word from another source, use quotation marks and include the page number after the author’s last name and year.

Using citations to give credit to others whose ideas or words you have used is an essential requirement to avoid issues of plagiarism. Just as you would never steal someone else’s car, you should not steal his or her words either. To avoid potential problems, always be sure to cite your sources. Cite by referring to the author’s last name, the year of publication in parentheses at the end of the sentence, such as (George & Mallery, 2016), and page numbers if you are using word-for-word materials. For example, “The developments of the World War II years firmly established the probability sample survey as a tool for describing population characteristics, beliefs, and attitudes” (Heeringa, West, & Berglund, 2017, p. 3).

The reference list should appear at the end of a paper (see the next page). 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. A sample reference page is included below; this page includes examples (George & Mallery, 2016; Heeringa et al., 2017; Smith et al., 2018; “USA swimming,” 2018; Yu, Johnson, Deutsch, & Varga, 2018) of how to format different reference types (e.g., books, journal articles, and a website). For additional examples, see the GCU Style Guide.

References

George, D., & Mallery, P. (2016). *IBM SPSS statistics 23 step by step: A simple guide and reference.* New York, NY: Routledge.

Heeringa, S. G., West, B. T., & Berglund, P. A. (2017). *Applied survey data analysis* (2nd ed.). New York, NY: Chapman & Hall/CRC Press.

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