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| **APA Style (7th ed.) for Student Papers**  **Guidelines for the TECA 1354 Observations and Case Study** | |
| **Margins** | Margins should be 1” on all sides.  Left margins should be flush, except for the first sentence in a paragraph.  Right margins should be ragged, uneven. |
| **Spacing** | Double-space the entire paper (title page, body, references). |
| **Font** | There are several acceptable font styles. Choose any legible font and use it consistently in the paper.  Recommendations include 11-point Calibri, 11-point Arial, and 12-point Times New Roman.  See APA website for additional recommendations. |
| **Font Size** | 11- or 12-point, as indicated in APA for the font style selected |
| **Pagination** | Number all pages, including the title and reference pages.  Insert the page number in the header, flush right.  Do not use “p.,” or “pp.,” or “page,” etc., in front of the numeral. |
| **Title Page** | 1  **Title of the Assignment**  Student’s Name  Department of Education, Houston Community College  TECA 1354: Child Growth and Development  Professor’s Name  Due Date  In the header, include only a page number, no title, and no student name. Type the title three to four lines from the top margin. Type the title using *title case* (upper and lowercase), centered, **bold**, with no quotation marks. Two lines under the title, type the following, centered, not bold: Your name, College department and college name, Course number and course name, Professor’s name, and Due date. For this course, you do not need to include an author’s note on the title page.  See APA Sample Student Paper: <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/documents/APA%207%20Student%20Sample%20Paper.pdf> |
| **Body** | Begin the body of the paper on page 2. Type the title again at the top of page 2, in title case, centered, **bold**. |
| **Section Headings** | Label your paper according to the assignment outline, omitting any Roman numerals, letters, etc.  Exception: Omit a heading for the Introduction. Instead, write the introductory information *without a heading*.  Use Level 1 Headings for major portions of this paper (upper and lowercase, centered, **bold**).  Other levels are not necessary for this paper.  See APA Headings: <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_headings_and_seriation.html> |
| **Paragraphs** | Indent all paragraphs 0.5” or one tab.  Avoid one- or two-sentence paragraphs. Avoid full-page paragraphs. |
| **In-text Citations** | The observations and case study must include **direct quotes** with proper in-text citations from the Manis (2020) textbook. The quotes should support your observations in each of the required sections: Physical Development, Cognitive Development, and Social and Emotional Development. Be sure your quotes **clearly relate** to your observations and explain *how* they are related.  Format for a **direct quote** from the digital textbook:  (Author, Year, Name of section, section, para. number) Example:  (Manis, 2020, Drawing Pictures section, para. 2)  If you use the physical textbook, cite the page number rather than paragraph number.  Example:  (Manis, 2020, p. 45)  If you quote a **secondary** **source** from within the Manis text, follow the examples below. A secondary, or *indirect source,* means authors cited within the Manis text. It is better to use primary sources in your college papers, rather than secondary; however, secondary sources are allowable for the observations and case study.  NOTE: You do not include secondary sources in the reference list.  Examples of quoting a secondary (indirect) source within the Manis text:  (Gabbard, 2008, as cited in Manis, 2020, Fine Motor Skills section, para. 2) (Gabbard, 2008, as cited in Manis, 2020, p. 197)  Format when **paraphrasing** from the textbook:  (Author, Year) Example:  (Manis, 2020) Example using a **signal** phrase, which is a phrase that introduces the author: Manis (2020) indicated, “As children develop physical coordination, their drawings become more precise and detailed” (Drawing Pictures section, para. 2).  Example when **quoting** from personal communication with the parent or another person you may have interviewed about the child’s development:  (K. Johnson, personal communication, September 15, 2021) NOTE: You do not include personal communication sources in the reference list.    The following are example observations that include clearly connected direct quotes.  Example:  After reviewing worksheets and homework that Alex completed in pre-K, it is evident that his handwriting has become more legible. His ability to print the alphabet, write his first and last names, and copy a square, triangle, and circle, demonstrate that he is on track compared to other children his age. This coincides with information found in Manis (2020) regarding preschool fine-motor development, “As children develop physical coordination, their drawings become more precise and detailed” (Drawing Pictures section, para. 2).  Example:  During the home visit, Jose was observed writing at the kitchen table, using a tripod grip. As Gabbard (2008) explained “although the rate of improvement depends greatly on practice, by about age 6 they progress to what is called a *tripod* *grip* and hold the pencil or crayon with their thumb, index and middle finger closer to the tip than the end (as cited in Manis, 2020, Fine Motor Skills section, para. 2).  See APA In-Text Citations (Basics): <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html>  See APA In-Text Citations (additional guidelines):  <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_author_authors.html> |
| **Reference List** | This report must include a reference list. Begin the reference list on a new page at the end of the paper.  The title of this page is **Reference** (singular, if one source is included) or **References** (plural, if more than one source is included). Type the title of this page in upper and lowercase, centered, **bold**, no quotation marks.  Use a hanging indent for each entry, and double-space the entire page. Reminders: Secondary sources and personal communications are not included in the reference list.  Format for books with one author:  Author, A.A. (Year of publication). *Title of work: Capital letter for subtitle* (# edition). Publisher Name.  DOI if available.  Example:  Manis, F.R. (2020). *The dynamic child* (2nd ed.). Pearson Education.  See APA Reference List (Basics):  <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html> |