

SDRC OCCASIONAL PAPERS STYLE GUIDE

This style guide provides formatting information for submissions to the DLSU Social Development Research Center Occasional Papers Series.

Kindly follow this style guide to ensure that your paper is correctly formatted.

Papers may be submitted to the Center by e-mail (sdrc@dlsu.edu.ph) as a Microsoft Word document. In addition, an additional electronic copy should be submitted in PDF format, to ensure that graphics appear as intended.

Contributors should ensure that their papers do not exceed 10,000 words.

1 Fonts and Font Sizes

Times New Roman should be used for the text of the article. The main body of the text should be in 12 pt, while endnotes/references should be in 10 pt size.

The styles for section headings can be found in the template.

2 Margins

Margins for the text should be defaulted at 2 cm at the top, right, and bottom of the page, and 3.5 cm at the left of the page.

3 The Title Page

The title on the first page of the paper should be centered and appear on the top line of the page, in plain bold, 16-pt size.

Leave one empty line below the title. On the following line, in plain bold, 14-pt font size, give the name of the author(s).

Leave one empty line below the author name(s). The author's affiliation(s) should be given, centered, in plain non-bold, 14-pt font size.

Leave one empty line. A short abstract (not more than 300 words) should follow in non-bold, 10-pt font size. The paragraph containing the abstract should be indented by 2.5 cm both on the left and the right.

4 The Table of Contents

A Table of Contents indicating the parts of the paper (chapters/major sections, lists of figures/tables, appendices) should appear after the title page.

5 Spacing

All text, including references and footnotes, should be double-spaced and full-justified. Diagrams, tables, figures, and other graphics should be also typed as part of the file to be submitted, incorporated into the text. Larger diagrams may be placed in an appendix. They should not be hand-drawn or hand-written. Tree diagrams may either be provided as images (using 12 pt Times New Roman for the labels) or can be created directly in the Word document by using the standard 12 pt font for the labels and connecting the nodes using the 'line' tool from the drawing toolbar. Image files or text and lines are preferred.

6 Page Numbers and Headers

Page numbers should appear at the top of the page. There is no need to create a header; this will be done by the lay-out artist when preparing the volume.

7 Quotations

Quotations shorter than 3 typed lines should appear in quotation marks as part of the main text. Quotations of 3 typed lines or more should be treated as numbered examples (number flush-left in parentheses) and appear in quotation marks. If the source quoted includes quotation marks, they should be included as they appear in the original.

If the quotation includes more than one paragraph, indent the first line of each additional paragraph using the tab key. Relevant bibliographical details should follow the final punctuation mark of the block quotation in parentheses, with no period after the closing parenthesis. (Author 2004: 345)

8 Citations

Please use the APA (author-date) system of citation. Author is named as part of the text itself: “Smith (2008) says...”

For more information see

[http://flash1r.apa.org/apastyle/basics/index.htm?_utma=185732729.354380862.1323658613.1323658613.1323658613.1&_utmb=185732729.8.10.1323658613&_utmc=185732729&_utmz=185732729.1323658613.1.1.utmcsr=googlelutmccn=\(organic\)lutmcmd=organiclutmctr=apa%20format&_utmv=-&_utmh=208353682](http://flash1r.apa.org/apastyle/basics/index.htm?_utma=185732729.354380862.1323658613.1323658613.1323658613.1&_utmb=185732729.8.10.1323658613&_utmc=185732729&_utmz=185732729.1323658613.1.1.utmcsr=googlelutmccn=(organic)lutmcmd=organiclutmctr=apa%20format&_utmv=-&_utmh=208353682)

To format in-text citations, see

[http://flash1r.apa.org/apastyle/basics/index.htm?_utma=185732729.354380862.1323658613.1323658613.1323658613.1&_utmb=185732729.8.10.1323658613&_utmc=185732729&_utmz=185732729.1323658613.1.1.utmcsr=googlelutmccn=\(organic\)lutmcmd=organiclutmctr=apa%20format&_utmv=-&_utmh=208353682](http://flash1r.apa.org/apastyle/basics/index.htm?_utma=185732729.354380862.1323658613.1323658613.1323658613.1&_utmb=185732729.8.10.1323658613&_utmc=185732729&_utmz=185732729.1323658613.1.1.utmcsr=googlelutmccn=(organic)lutmcmd=organiclutmctr=apa%20format&_utmv=-&_utmh=208353682)

9 References

The references section should start with the heading “References”. For reference formats, see

[http://flash1r.apa.org/apastyle/basics/index.htm?_utma=185732729.354380862.1323658613.1323658613.1323658613.1&_utmb=185732729.8.10.1323658613&_utmc=185732729&_utmz=185732729.1323658613.1.1.utmcsr=googlelutmccn=\(organic\)lutmcmd=organiclutmctr=apa%20format&_utmv=-&_utmh=208353682](http://flash1r.apa.org/apastyle/basics/index.htm?_utma=185732729.354380862.1323658613.1323658613.1323658613.1&_utmb=185732729.8.10.1323658613&_utmc=185732729&_utmz=185732729.1323658613.1.1.utmcsr=googlelutmccn=(organic)lutmcmd=organiclutmctr=apa%20format&_utmv=-&_utmh=208353682)