Fellow Paper Approved Style Guides and Formatting Standards

TABLE OF CONTENTS

APPROVED STYLE GUIDES

The purpose of this document is to clarify and summarize the general formatting standards that are acceptable for APA styles for submission of Fellow Papers. You should be able to find answers to many of your formatting questions in these few pages. If your questions are not answered here, look in the approved style guides: *The Little, Brown Compact Handbook* (LBCH) or the following website: https://owl.english.purdue.edu/owl/resource/560/01/.

FORMATTING STANDARDS

GENERAL INFORMATION

Paper Length

The paper should be fifteen to forty pages in length.

Paper Submission

Papers should be completed using MS Word and submitted electronically for review.

Font Style and Size

Use a conventional sans serif typeface (e.g. Arial) with 12-point type that is dark, clear, and readable.

Margins

Use a 1-inch margin on all sides. Use the flush-left style and leave the right margin uneven, or ragged.

Subject Matter

Topics under consideration should be submitted to AHRMM prior to paper development. However, generally, topics should be applicable to healthcare supply chain management. The scope of these documents should be aimed at professionals in the supply chain field and discuss or analyze the method used to resolve the project or problem. Authors should take care that programs they outline and the information they provide in their articles can be used in other institutions.

Examples of appropriate topics include:
- New and innovative approaches to supply chain management;
- Cost reduction initiatives;
- Problem solving initiatives; and
- Different management approaches to existing services.

Source Permissions

When communicating with sources, ensure that the sources are fully aware of the reason for your research and give permission to publish the information they share.

PAPER GUIDELINES

Title Page

Use a title page. On the title page, include the full title of your paper, your name, and the date the paper is turned in. The title should summarize the main topic of your paper and be a maximum of ten to twelve words. Use an abbreviated, centered layout in which all title page information appears on the top half of the page. You do not need to place a running header on the title page.

Abstract and Table of Contents

Fellow paper submissions will require an abstract and a table of contents be provided. The abstract should provide a summary of the paper content and be limited to two to three paragraphs. Both the abstract and table of contents should be placed immediately after the title page.

Page Numbers

Begin numbering your paper on the title page for APA. Number pages consecutively through the end of the paper, including reference pages. Use Arabic numerals (1, 2, 3) and do not add periods, parentheses, hyphens, or the abbreviation "p." Align the page number with the right margin in the paper header.

TEXT

Spacing
Use double spaces between sentences throughout the entire paper, including short quotations and the list of works cited or reference list (if applicable). Use double spaced lines throughout the paper. Do not insert extra spaces between paragraphs. Single spacing may be used for tables or lists. Triple spacing may be used after chapter titles, before major subheadings, and before and after tables or lists in the text.

Paragraph Indents
Indent the first line of every paragraph five spaces or one-half inch. The default setting on the tab key is acceptable.

Punctuation and Grammar
Please refer to AHRMM's Guidelines for Punctuation and Grammar

CITATIONS

All quotations and other references must be cited twice—once in the text following the reference and again on the reference page.

In-text Citations

When the reference is a short quotation, it can be quoted within the paragraph and the period should follow the citation. When quoting something that is over 40 words long, indent the entire quotation one inch, do not use quotation marks, and the period should go before the citation. Please refer to the approved style guides for detailed in-text citation guidelines.

Reference Page Formatting
Use a hanging indent for your references and alphabetize entries. Reference page formatting is complex and every type of source can have unique formatting rules. Please refer to the approved style guides for detailed citation reference guidelines.

SAMPLE

For further reference, please see the attached sample document. It is an APA Sample Paper and was downloaded from the Purdue Online Writing Lab on September 20, 2016. (https://owl.english.purdue.edu/owl/resource/560/18/)