Writing in the Discipline:
Human Services

**Tips for Social Work Students &
Writing Consultants**

Although each assignment will have its own expectations and requirements, the following guidelines have been developed in collaboration with the Human Services faculty. For any outstanding questions or uncertainty, always check with your professor.

- Title Page will include paper title with "Written By [Student]" and "Presented To [Faculty]" and the date.

- No Abstract is required.

- Human Services papers are generally not written in the first person, unless the assignment is a reaction paper.

- Separate sections will be organized with sections headings that are centered and italicized or underlined.

- APA formatting guidelines require 1" margins (top & bottom; left & right), double-spacing, 12-point font, and consistent formatting throughout.

- APA Citations
    - Correct and consistent in-text citations;
    - Reference page will be alphabetized by author last name, with hanging indentations (see OWL Purdue APA for specific examples & guidelines); and
    - Make sure to include year of publication.

- Academic Integrity: Outside information that is not common knowledge should be cited. Whether this is a direct quote, a paraphrase, or a summary, make sure to cite the concepts, ideas, and/or language that are not your own. This is important not only to avoid plagiarism, but also to demonstrate your credibility.