Writing for Social Work

WRITING SERVICES - UNCW - DEPAOLO HALL, 1ST FLOOR - 962-7857

Basics
- Online style manual reference: Purdue OWL APA Formatting and Style Guide

References
- Basic Format (Single Author example):
  Last Name, First Name. (Year). Title. Publication City: Publisher.
- Reference list should follow hanging indent guidelines.
- Reference list should be listed alphabetically.
- In-text citations should include the last name of the author and year of publication inserted when appropriate. If either the name or year is listed in the narrative, it is not necessary to also include it in parentheses. Example: (Miller, 2012).
- Quotes of 40 or more words should follow block quotation guidelines

Basic Format/Organization of a Paper
- Title Page
- Abstract
- Introduction
- Methods
- Results/Discussion
- Conclusion
- References

- Every page should also include page numbers that are flush right in the header and should be preceded by a running head. The running head may be your title or a shorter version of your title.
- Your abstract page should include the subheading “Abstract” in the center, top of your page. No italics, underlining, or bolding is needed.
APA Stylistic Suggestions

- “Less is more.” Make your writing as clear and concise as possible. Make sure your argument is specific. Often times condensing your paper can actually make it better.
- APA prefers paraphrasing to direct quotations and italics instead of underlining for titles.
- Shorter words and sentences are preferred. Avoid wordiness and say only what is necessary.
- Avoid colloquial expressions, jargon, and pronouns.
- Avoid gender-specific language.
- Use active rather than passive voice.
- Use consistent language and wording rather than changing or alternating words frequently when using topic-specific terms and ideas.
- Abbreviations: Use sparingly. APA advises that you only use abbreviations if they are more familiar to the reader than the abbreviation or if space necessitates the change.

Suggested Databases

- EBSCOhost
- PYSCinfo
- PSYCarticles
- PSYCbooks
- Public Affairs Information Services
- Social Services Abstracts
- Sociological Abstracts
- Wiley Online Library

Links for Handout References

- Purdue OWL, APA Style Formatting
  http://owl.english.purdue.edu/owl/resource/560/01/
- Strunk And White, The Elements of Style (free online text)
  http://www.bartleby.com/141/index.html
- Merriam-Webster’s Dictionary Online
  http://www.merriam-webster.com/dictionary
- APA Style Index at the American Psychological Association
  http://www.apastyle.org/index.aspx
- Write On! Practical Suggestions for Preparing Social Work Records
  http://www.socialworker.com/writeon.htm
- Purdue OWL, Social Work Literature Review Guidelines
  https://owl.english.purdue.edu/owl/resource/666/01/

Created by:
Keally Miller