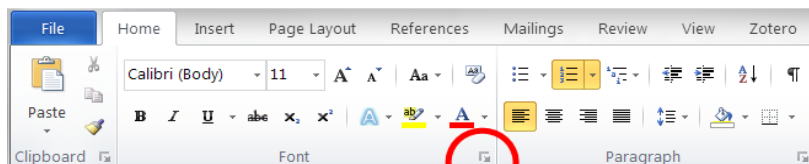


## FORMATTING FOR SLS PAPERS

THIS HANDOUT SUMMARIZES SOME OF THE COMMON STANDARDS OF WRITING FOR SLS PAPERS

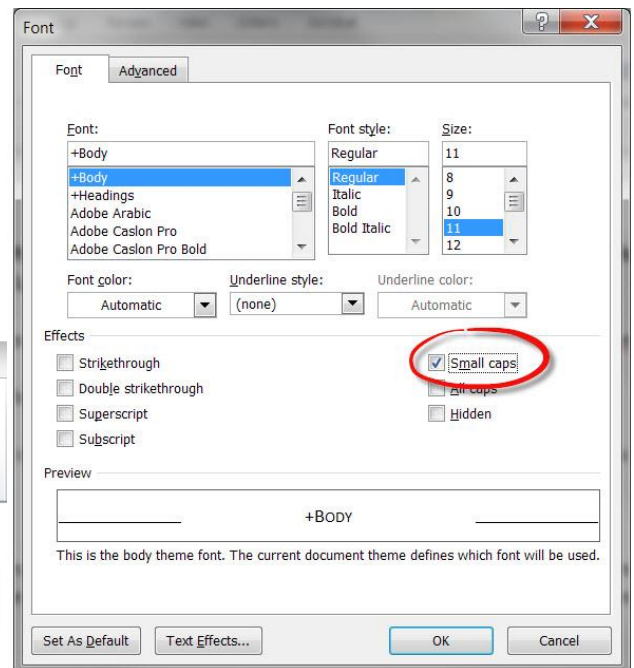
### SMALL CAPS:

- Use when referring to a sign in ASL
- Only available in Microsoft Word, not Google Docs
  - Highlight the word
  - Click on “HOME”, click on the bottom right corner of “FONT” section (also can click ctrl + D)
    - Select the word you want to apply it to and click “small caps” under “Effects”
    - Ex. STORE ME GO; RESTAURANT TWO-OF-US GO SOON WILL



Use the Font option in the Taskbar.

Click here to access font options.



### ITALICS:

- Used when referring to a specific word in English
  - Compares English words to ASL signs
  - Shows that an English word is different from its ASL counterpart
    - Ex. *Aquarium* vs. FISH BOX, BOTTOM, GLASS, IN-THERE, WATER, FILL-UP

Schedule your online or in-person tutoring appointment today! (734) 432-5304 or [writingcenter@madonna.edu](mailto:writingcenter@madonna.edu)  
Additional online resources can be found at [www.madonna.edu/owl](http://www.madonna.edu/owl)

## SHOULD NOTS:

- All caps in a smaller font **is not the same** as small caps
- Small caps **should not be used** for both ASL signs and English words in a paper
- Small caps **are not found** in all office suite typing software

## APA STYLE, 7<sup>TH</sup> EDITION:

- SLS papers use APA formatting
- Title: center, four lines down from top, bolded
- Two lines below: Your name, department + Madonna University, course code + name, professor's name, paper due date
  - Each one line below the other
- References: Bolded, centered title, alphabetical with a hanging indent
- Include Level 1 headings: bolded, centered
  - Can use Level 2 headings: left aligned, bolded
- See APA 7<sup>th</sup> Edition citation and formatting resources on [Madonna's OWL](#) for more information

## BLOCK QUOTES:

- Quotes 40+ words long
- Colon before quote
- No quotation marks
- In-text citation at end of quotes

## TABLES & FIGURES:

- Level 2 heading
- Numbered
- Italicized title one line under, briefly describes content (not italicized)
- Tables and figures copied from sources must be cited under the table/figure
  - Included after brief description