**Comment Key PRM 383 – Fall 2020**

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| **Comment #** | **Required Correction** |
| **Formatting Corrections** |
| **1** | **Missing or incomplete title page - Title page should have assignment title, student's name, class number and name, page number and date** |
| **2** | **Missing page numbers and/or running header - Pages should be numbered consecutively (top right hand corner). Beginning with the title page. APA, pp. 30-31** |
| **3** | **Missing headings.** |
| **4** | **Margins set at 1 inch (top, bottom, left and right)** |
| **5** | **All text should be left justified.** |
| **6** | **All font size should be 12 points** |
| **7** | **Indent the first line of every paragraph five spaces (See APA p. 45-46)** |
| **8** | **Lines should be double spaced** |
| **9** | **Do not leave a blank line between paragraphs** |
| **10** | **Do not include any charts, graphs or pictures** |
| **11** | **A full or a minimum of ¾ of a page is required. See assignment guidelines.** |
| **Punctuation & Grammar Corrections** |
| **12** | **Do not capitalize** |
| **13** | **Capitalize all proper names** |
| **14** | **Delete this word** |
| **15** | **Insert a comma** |
| **16** | **Insert a period** |
| **17** | **Misspelled word** |
| **18** | **Spell out all acronyms for the first use - Example National Park Service (NPS)** |
| **19** | **Too many spaces** |
| **20** | **Insert a space.** |
| **In-text Citations & Quotation Corrections** |
| **21** | **Need to cite a source for this statement/information.Example: Outdoor recreation has continued to decline among specific ethnic groups over the past decade (Johnson, 2015). See APA Manual, p. 174-176** |
| **22** | **Incorrect in-text citation: the comma or period goes inside the quotation mark. Example: The best was the "creation story," from the tribal elder.** |
| **23** | **Incorrect in-text citation: Example: Smith (2013) described the recreation program as well developed. Example: The study was conducted in a local park (Smith, 2013). See APA Manual, p. 174-176** |
| **24** | **Incorrect in-text punctuation: The period goes after the citation. Example: The activity was based on backpacking skills (Smith, 2013).** |
| **25** | **Incorrect citation - multiple authors. For the first use, all authors must be listed. Example: The use of technology has had a significant impact on outdoor recreation activities (Smith, Brown, & Jones, 2014). See APA Manual, p. 266** |
| **26** | **Incorrect citation - et al is used after the first citation of a reference with multiple authors. Example: The use of technology has had a significant impact on outdoor recreation activities (Smith et al., 2014). See APA Manual, p. 266.** |
| **27** | **This is the APA format for a direct quote (Smith, 2014, p. 6). Where are the quotation marks? If it is not a direct quote, then the citation should be (Smith, 2014).** |
| **28** | **Incorrect in-text quotation: Use quotation marks for a direct quote and cite the study at the end of the quote.Example: "Outdoor recreation has declined among individuals over 60 years old" (Johnson, 2015, para 3). or (Johnson, 2015, p. 3). See APA Manual, p. 270-277.Example: According to Johnson, "Outdoor recreation has declined among individuals over 60 years old" (2015, para 3). or (2015, p. 3). APA, p. 270.** |
| **29** | **Incorrect in-text quotation. Any quote with 40 or more words must be in a freestanding block of text and omit the quotation marks. APA, p. 170-171.Example:In order to gather data, the authors searched databases, journals, and review articles published between 2010 and February 2013. The articles being searched had these characteristics,Findings specific to an after-school intervention in the school setting; subjects aged 18 years; an intervention component designed to promote physical activity; outcome measures of physical activity, related constructs, and/or physical fitness. Study outcomes were distilled into six domains: physical activity, physical fitness, body composition, blood lipids, psychosocial constructs, and sedentary activities. Effect sizes were calculated within and across studies for each domain, separately. (Ross & Williams, 2013, ¶ 5)Or (Ross & Williams, 2013, para 5)   Or   (Ross & Williams, 2013, p. 12)** |
| **References Corrections – (References are listed at the end of the paper)** |
| **30** | **ALL References must be in the correct APA format as shown in this example:Edwards, D. (n.d.). Thala Beach Nature Preserve.       https://www.thalabeach.com.au/** |
| **31** | **Missing a Reference list. References are required for ALL writing assignments.** |
| **32** | **Incorrect Reference list title. Use References, not Works Cited, Citations or Bibliography.** |
| **33** | **Incorrect reference format in the Reference List.**[**APA Guidelines**](http://www.prm.nau.edu/prm346/apa_guidelines.htm)**or APA Manual, pp. 298-309.Two of the most common errors are:Incorrect format:Jones, G. (2015). Recreation Issues. Retrieved on April 23, 2016 from**[**http://www.journal/outdoor/issues.htm**](http://www.journal/outdoor/issues.htm)**Correct format:Jones, G. (2015). Recreation Issues.** [**http://www.journal/outdoor/issues.htm**](http://www.journal/outdoor/issues.htm)**Incorrect format:Jones, G., Smith, L. (2015). Recreation Issues. Retrieved from**[**http://www.journal/outdoor/issues.htm**](http://www.journal/outdoor/issues.htm)**Correct format:Jones, G., & Smith, L. (2015). Recreation Issues.** [**http://www.journal/outdoor/issues.htm**](http://www.journal/outdoor/issues.htm) |
| **34** | **Incorrect reference format in the Reference List.**[**APA**](http://www.prm.nau.edu/prm346/apa_guidelines.htm)**uses the author's first initial, not the first name.Incorrect format:Jones, George. (2015). Recreation Issues. Retrieved from**[**http://www.journal/outdoor/issues.htm**](http://www.journal/outdoor/issues.htm)**Correct format:Jones, G. (2015). Recreation Issues.**[**http://www.journal/outdoor/issues.htm**](http://www.journal/outdoor/issues.htm)**Incorrect reference format in the Reference List.**[**APA**](http://www.prm.nau.edu/prm346/apa_guidelines.htm)**uses does not use volume or issue.Incorrect format:Jones, G. (2015). Recreation Issues. Journal of Leisure Sciences, vol 1 issue (4), 34-39. Retrieved from**[**http://www.journal/outdoor/issues.htm**](http://www.journal/outdoor/issues.htm)**Correct format:Jones, G. (2015). Recreation Issues. Journal of Leisure Sciences, 1(4), 34-39.**[**http://www.journal/outdoor/issues.htm**](http://www.journal/outdoor/issues.htm) |
| **35** | **Incorrect Reference format in the Reference list. For an online article with no author:****Title of the article. (year, month). name of the web site. (exact URL).****EcoTourism and the Challenging Demands of the Modern Traveller. (n.d.). Thala Beach Nature Preserve.       https://www.thalabeach.com.au/ecotourism-and-the-changing-demands-of-the-modern-traveller** |
| **36** |

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| **Incorrect APA format. See**[**APA Guidelines**](http://www.prm.nau.edu/prm300/apa.htm)**.** |

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| **Feasiblity Corrections** |
| **37** | Without a correct "demand" the PUC cannot be calculated. |
| **38** | Incorrect or missing calculations for Payroll Taxes and Benefits. See [benefits and payroll taxes](http://www.prm.nau.edu/prm383/taxes.htm). |
| **39** | The question is "Pricing Strategies" not a price list. See  [pricing strategy(ies)](http://www.prm.nau.edu/prm383/marketing%20a%20cr%20enter%20lesson.htm) |
| **40** | The question is for the "Industry" not your specific business. Incorrect answer. |
| **41** | Missing or incorrect line items:* Each employee salary is a separate line item.
* Only one line item for SSN/Medicaid; one line for each employee benefit and each payroll tax; and each utility.
* Missing the line item for your bank loan
 |
| **42** | Missing or incorrect "capital" budget line items. Capital items are planned to enhance or expand the business and are usually one time purchases of expensive (over $1,000) and long lasting 3+ years. See [**Sample Capital budget**](http://www.prm.nau.edu/prm383/sample%20capital%20budget.htm). |
| **43** | Incorrect O&M Budget format. See [**Sample O&M Running Line Item Budget**](http://www.prm.nau.edu/prm383/sample_line_item_budget.htm). |
| **44** | Without a correct demand, the O&M pro-forma revenue line items cannot be projected. |
| **45** | Without a correct "demand," the viability of this business cannot be determined. |
| **46** | The correct answer is Local Commercial Recreation, see the text page 13. |
| **47** | Any business in this activity, would be an LLC or incorporated due to liability issues. |
| **48** | Include the name of the business in the mission statement |
| **49** | The text book should be included in References |
| **50** | Personal communications are not included in References. [**APA Guidelines**](http://www.prm.nau.edu/prm300/apa.htm)**.** |