PRM 447 Comment Key – 2020

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 (in upper right corner) and date. APA, p. 30
2	Missing page numbers and/or running header - Pages should be numbered consecutively (top right hand corner). Beginning with the title page. APA, pp. 37 & 43
3	Missing headings. **(Abstract; Introduction; Literature Review; Methodology, Budget, References)**
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, EXCEPT the Abstract. APA pp. 45-46
8	Lines should be double spaced
9	Do not leave a blank line between paragraphs
10	Do not include any pictures, charts or graphs
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 nouns and proper adjectives. APA pp. 165-170
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, pp. 266-268
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: Correct example: Smith (2013) described the recreation program as well developed. Correct example: The study was conducted in a local park (Smith, 2013). See APA, pp. 266-268 Correct example: The Coconino National Forest User report (n.d.) described the recreation program as well developed. See APA, pp. 266-268 Correct example: In a recent study on aging skiers, no preference was shown for organized participation (Coconino National Forest, n.d.). (See APA, , pp. 266-268
24	Incorrect in-text citation: Works with no identifiable author: Cite the title and the year. Example: ("Self-esteem in Adventure Participants," 2018)
25	Incorrect in-text punctuation: The period goes after the citation. Example: The activity was based on backpacking skills (Smith, 2013).

26	Incorrect citation – One or Two or 3+ Authors.
	For one or two authors include the author name(s) in every citation
	Example: One author (Whitaker, 2018) or Two authors (Smith & Brown, 2019)
	For three (3+) or more authors, the first and subsequent uses, include the last name of only the first author plus et al.
	Example: The use of technology has had a significant impact on outdoor recreation activities (Smith et al., 2020). See APA, pp. 266-268
27	For no author or date use the name of the title in quotation marks and the year of publication or if no year is given, use n.d. are inserted in the body of the text at the appropriate point.
	No author (magazine)/ no date example: The visitor recreation program as well developed ("National Forest User's," n.d.). See APA Manual, p. 264-265.
28	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).
29	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).
	Example: According to Johnson, "Outdoor recreation has declined among individuals over 60 years old" (2015, para. 3). or (2015, p. 3). APA, pp. 270-278.
30	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, pp. 270-278.
	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, para. 5) Or (Ross & Williams, 2013, p. 12)

References Corrections – (References are listed at the end of the paper)

31	Author last name, first initial, second initial. (year of publication). Title of article. Title of journal, volume number, issue number (in parentheses), page numbers, the digital object identifier (doi) or (url). The second/third lines are indented five spaces.
	Example DOI: Journal with Author:
	Becker, L. A. (2019). The Complex and Dynamic Nature of Leisure Experience. Journal of Leisure Research, 26 (3), 2-6. https://doi.org/10.1235/rev0000126
	Example URL: Journal with Multiple Author's:
	Stutter, T. A., Gruber, D., & Kale, G. (2019). Insights to Leisure. Journal of Leisure Science, 20 (1), 23-34. https://www.JLS.org/resoures
	Works with no author. Use the name of the organization. year. title of the article. doi or url

	Example: Web Site: Wilderness Society. (n.d.). History of the Wilderness Act. https://do.org/10.1176/appi.books. 9875643224 Note: use n.d. if no date is available.	
32	List ALL References in alphabetical order.	
33	Missing a Reference list. References are required for ALL writing assignments.	
34	Incorrect Reference list title. Use References, not Works Cited, Citations or Bibliography.	
35	Incorrect reference format in the Reference List. **APA Guidelines** or APA, 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 **Correct format:** Jones, G. (2015). Recreation Issues. 26 (3), 2-6. https://doi.org/10.1235/rev0000126 **Incorrect format:** Jones, G., Smith, L. (2015). Recreation Issues. Retrieved from http://www.journal/outdoor/issues.htm **Correct format:** Stutter, T. A., Gruber, D., & Kale, G. (2019). Insights to Leisure. Journal of Leisure Science, 20 (1), 23-34. https://www.JLS.org/resoures	

36	Incorrect reference format in the Reference List. **APA** 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
	
	Correct format:
	Becker, L. A. (2019). The Complex and Dynamic Nature of Leisure Experience.
	    Journal of Leisure Research, 26 (3), 2-6. https://doi.org/10.1235/rev0000126
	
	Incorrect reference format in the Reference List. **APA** 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
	
	Correct format:
	Becker, L. A. (2019). The Complex and Dynamic Nature of Leisure Experience.
	    Journal of Leisure Research, 26 (3), 2-6. https://doi.org/10.1235/rev0000126	

37	Incorrect Reference format in the Reference list. Works with no author. Use the name of the organization. year. title of the article url	

	Example: Web Site: Wilderness Society. (n.d.). History of the Wilderness Act. https://do.org/10.1176/appi.books. 9875643224 Note: use n.d. if no date is available.	
38	**Journal with no doi but url** Author last name, first initial, second initial. (year of publication). Title of article. Title of journal or magazine. the URL. The second/third lines are indented five spaces. **Correct format:** Example: Becker, L. A. (2013). The Complex and Dynamic Nature of Leisure Experience. Outdoor Magazine, https://www.outdoormagazine/spring/456	
39	Incorrect APA format. See **APA Guidelines**.	
40	The textbook should be included in the References.	
41	Missing research questions or hypothesis.	
42	If they "state or define," then cite as a direct quote.	
43	The Model Study reference <u>MUST</u> have a working link so the Model Study can be verified <u>OR</u> you MUST attach a copy of the complete Model Study article. The link is not working or the study was not attached to the Research Proposal.	
44	Missing Payroll taxes line items or incorrect Payroll taxes amounts.	
45	Personal communications are **not included in the reference list**. Cite personal communications in the body of the text only. Give the Initials and Surname and an exact date of the communication. example: J. O. Smith (personal communication, Oct. 1, 2013) example: (J. O. Smith, personal communication, Oct. 1, 2013)	