

RUNNING HEAD: Yes, it will say, "Running head: . . .", but only on the first page. Use an abbreviated form of the title (not exceeding 50 characters, which will include spaces). The abbreviated title is in capital letters. This will appear in the top left corner of every page

PAGE NUMBERS: A page number will appear on every page in the top right corner of every page.

All elements in the dotted boxes are not visible on your final paper.

Essay title.
Try to keep it under 12 words in length and avoid using abbreviations.

Sample APA Paper for Students Learning APA Style

Your Name

The Name of the Course

Your Instructor's Name

The Date

This information is centered (left to right), double spaced, and can start in the upper half of the page.

On the title page, as well as the entire paper, use font Times New Roman size 12. Double space your paper

1 in.
Margin.

1 in.
Margin.

Sample APA Paper for Students Learning APA Style

Essay's title.

For this class, an abstract (a summary of your whole paper) is NOT required for any papers. If you were required to have an abstract, you would add it before this part of your paper, and the abstract would be your second page.

The first part of your paper is the introduction. Head this section with the title of your paper; *do not* use the heading *Introduction*. This part of your paper should grab your reader's attention, develops the background, and states the purpose and rationale of the paper, and answers the question, "What is the point of this paper?" At the end of your introduction include a sentence stating the purpose of your research (your thesis statement). While some instructors may have different requirements, in this class, do not use "I" in you introduction. Section 2.05 of the *Publication Manual of the American Psychological Association (APA Publication Manual)* will give you more information on writing your introduction.

The Body of Your Paper

Level 1 heading example

The middle part of your paper is where you make the main points of your argument. The points you want to make may be clear to you, but that is not always the case for the reader. Paragraphs and headings work together to help you get your ideas across to the reader as clearly as possible (Audi, 1999).

Paragraphs

Level 2 heading example

Paragraphs help you change from one idea to another in your paper. Aim to make one point or present one piece of information in each paragraph. A good writing rule is to state the point you want to make in the first sentence, or the main fact you need to present, and then use the rest of the sentences to explain that point by backing up the first sentence with additional sentences that support the first sentence. It is recommended that you "break the document into short . . . *paragraphs* to make it easier to read" (Kennedy, 2004, p. 23). However, always make sure each paragraph has at least 3 sentences.

Headings Level 2 heading.

Headings organize the hierarchy of ideas in your paper. By employing headings, you give your reader visual cues about the importance of the information that is to follow. Headings can be especially useful when explaining processes step-by-step. You can have one or more levels of headings in your paper; all ideas of equal importance will have the same level of heading. If you have not used paragraph headings before, put them all at the first level. Usually that is sufficient for papers required in my courses.

Basic APA Format Level 1 heading.

Your APA paper should: (a) be double-spaced on every page; (b) have 1 inch wide margins on all four sides—top, bottom, left, and right; (c) have one space after each comma, semicolon, and colon; (d) two spaces after sentence periods; and (e) have headings if it is more than a few pages in length.

Citing Your Sources

A major component in any academic paper is the citation of information that you incorporated into your essay from materials found in the research process. Failure to give recognition to that source material is plagiarism. Heffernan, Lincoln, and Atwill (2001) state that:

Use a ½ in. indent for block quote. Plagiarism occurs if you are presenting the words or thoughts of another writer as if they were your own. When you submit a paper that is wholly or partly plagiarized, you are taking credit— . . . —for work done by someone else. This is fundamentally dishonest and therefore wrong. (p. 571)

Example of a block quotation - one that is 4 or more lines long. Generally, for papers written in this class I recommend avoiding using quotes that are this long as it is better to put information in to your own words and then you don't have to worry about doing this special indentation

If you are caught plagiarizing, the academic consequences will include zero points awarded on the assignment, and academic dishonesty report will be sent to the college.

Citing Sources Level 2 heading.

You will need to cite information when you (a) quote (use another source word-for-word), (b) paraphrase another person's ideas or words (meaning you put the information into your own words, but you summarized it from another source), and (c) employ a little known fact or idea that is not common knowledge - like a statistic (*Citing Information*, n.d.). It is very important to know that even though you use your own words when paraphrasing, the concepts are still borrowed and require citation.

There are three major components of citing that are required in order to avoid charges of plagiarism. The first is to make sure that any/all direct quotes are properly cited and the words are in quotation marks. The other two things required are an in-text citation and a reference page citation. You are required to provide both pieces of data when you paraphrase or quote other writer's ideas or words.

The in-text citation is a visual cue that accompanies borrowed words and ideas. Immediately following the paraphrase or quote, include: the author's surname, the source's copyright date, (and the page number when using direct quotes) from which the information was taken in parenthesis. This cue informs your reader that information was borrowed, and they—your reader—can refer to the reference page for detailed bibliographic information on the source. Page numbers are not necessary when paraphrasing, but they are still recommended.

All sources used should be on your Reference page. Immediately following the text of your essay, you will have your reference page. The reference page includes detailed

bibliographic information about material that allows readers to verify information for themselves.

Conclusion Level 1 heading.

A conclusion adds order and emphasis to your paper; it should pull the different parts of the paper together, emphasizes important points, and demonstrates the possibilities for future exploration of your topic. Although the conclusion should include a restatement of your thesis, it should not simply restate the points you made in your paper; the conclusion should add to the reader's understanding of the issues as well as clarify your argument. The conclusion is also the place where you can use "I" and write your own thoughts, reactions, experiences etc. Pay attention to the directions of each assignment for specific paper requirements

References

American Psychological Association. (2010). *Publication manual of the American Psychological*

½ in.
hanging
indent.

Association (6th ed.). Washington, DC: Author.

Example of a book referenced

Audi, R. (Ed.). (1999). *Making paragraphs that work*. Cambridge, England: Cambridge

University Press.

book

Citing information. (n.d.). Retrieved from [http://www.cheney268.com/Training/Research/](http://www.cheney268.com/Training/Research/Citing.htm)

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website

Heffernam, J. A. W., Lincoln, J. E., & Atwill, J. (2001). *Writing: A college handbook:*

Instructor's edition (5th ed.). New York, NY: W. W. Norton.

book

Kennedy, P. M. (2004). Technical writing tips. *Tech Directions*, 64(4), 22–23. Retrieved from

Academic Search Complete database. (Accession No. 15197136)

Journal article

NOTE.

1. The references are in alphabetical order by author's last name (if there is no author then the title of the reference is used instead).
2. The title of the page is: References - not bolded or underlined
3. The reference page is on a separate page from the rest of the text.
4. Each citation employs a hanging indent, which means the first line is flush against the left margin and each subsequent line per citation is indented by 5–7 spaces or ½ inch. To create a hanging indent in Word 2007, perform the following steps (*Note*. There are other ways to do this):
 - a. Type your citations as normal and select/highlight them all.
 - b. Right-click on the selection with your mouse and select "Paragraphs..." from the contextual menu.
 - c. Setup the "Indentation" section as illustrated:
 - d. Click "OK" to complete.
 - e. Be sure that the first line is flush and that all lines are double-spaced.
5. Note that for author's, you include their last names and first initials only
6. For most types of sources the year only goes in parenthesis after the author's name(s)
7. n.d. is used to mean no date when there is no date available for a source you used
8. For Titles, capitalize the first word of the title and any proper nouns - all other words of the title are in lowercase