

# APA Style Basics.

## PARTS OF AN APA STYLE PAPER

APA Style requires that manuscripts include the following sections, in the following order:

- A cover or title page
- An abstract page (optional: usually, this is required only for papers over 15 pages, or articles submitted to journals)
- Body of the paper, with section headings and quotations properly formatted.
- Any additional materials (Appendixes, Tables, Author note, Figures)
- Reference List

### TITLE OR COVER PAGE

#### Page header and page number

1/2 inch from the top of page, aligned to the right margin, type the page header: this should include the first two or three words of the paper title, and the page number. The cover page is page 1.

#### Running head

The running head is an abbreviation of the title; it should be typed on the line below the page header, flush left, in UPPERCASE, following the words "Running head:". It should not exceed 50 characters, including punctuation and spacing.

#### Paper title

About a third of the way down the page, type the title of the paper, centered on the page. Capitalize all the significant words in the title.

#### Author name and affiliation

Beneath the title, your name (author), and your school should be typed, centered, on separate lines.

### ABSTRACT PAGE

An abstract should be a brief summary of the paper's primary premise and findings, no more than **120** words.

For the abstract page, center the word "Abstract" at the top of the page, and then include the abstract for the paper, double spaced, and flush against the left margin.

### BODY OF THE PAPER

**Margins.** The margins for your paper should be uniform on all sides, set to at least 1" or 2.54 cm on all sides: top, bottom, left and right. Line length for each typed line should be no more than 6.5" (16.51 cm), and the maximum number of lines of text per page is **27**.

**Spacing.** Double space all portions of the paper. This means you should leave a full line between each line of text in the paper.

**Page headers.** 1/2 inch from the top of each page, include a header, with the first two or three words of the title, and the page number.

**Page numbering.** Page numbering begins with the cover or title page.

**Typeface.** Use an easily readable "serif" font (such as Palatino, Courier, or Times New Roman) in 12 point size.

**Text alignment.** Set the text alignment to "Left," so that the right edge of the text on the page is uneven.

**Paragraph indentation.** Set the paragraph indentation to 5 spaces, or about 1/2 inch.

**Punctuation.** Space once after periods, question marks, commas, colons, and semicolons. Do not space once after internal periods in abbreviations.

### SECTION HEADINGS

Section headers help readers follow the organization of a discussion, and are an essential aspect of APA Format. To determine the format for the headings in your papers, you will need to consult your outline.

#### One or two levels of section headings.

For short articles and most student papers, only one or two levels of section

headings are needed:

Centered Uppercase and Lowercase Top Level Heading

Flush Left, Italicized, Uppercase and Lowercase Second Level Section Heading

### QUOTATIONS

#### For short quotations (less than 40 words):

A quotation of less than 40 words should be enclosed in double quotation marks and should be incorporated into the sentence.

#### For long quotations (more than 40 words):

Longer quotations should be set apart from the surrounding text, without quotation marks, in block format, indented five spaces from the left margin, and double spaced. If the quotation is more than one paragraph, it should be indented five spaces from the left margin, and double spaced. If the quotation is more than one paragraph, it should be indented five spaces from the left margin, and double spaced. If the quotation is more than one paragraph, it should be indented five spaces from the left margin, and double spaced.



This handout is provided courtesy of The Write Direction Inc. More detailed information on APA and MLA Style, as well as product info, is available at: <http://apastyle.net> OR <http://thewritedirection.net/drpaper>



## REFERENCES

### CITATIONS IN TEXT OF PAPER

Citations in the text of your paper should include the author's last name(s), the year of publication, and be enclosed in parentheses (Wolf & Masters, 2006).

When you are including a direct quote from a source work, include a specific page reference (Anderson, 2004, p. 223).

If the author(s) names are mentioned in the same sentence, include only the year of publication. If the year of publication is mentioned in the text, include only the author's name in the cite.

#### Two authors

For works by two authors, always include both author names: (Anderson & Bjorn, 2003)

As Anderson and Bjorn (2003) illustrated in their recent study As recently as 2003, a prominent study (Anderson & Bjorn) illustrated

#### Three, four, or five authors

When a work has 3, 4, or 5 authors, include the names of all the authors the first time the work is cited:

(Anderson, Myers, Wilkes, & Matthews, 2003)

For all subsequent citations of this work, use "et al.":

(Anderson et al., 2003)

#### Six or more authors

When a work has 6 or more authors, use et al.:

(Bell et al., 2003)

#### Unsigned works

For unsigned works, include the title, enclosed in parentheses. Put quotation marks for short work titles, and italicize the titles of reports, books, and other significant works:

("Recent Developments," 2004)

(*Dictionary of Tetrathalocigistic Diseases*, 2004)

### REFERENCE LIST

The citations in the text of the document should point to an entry in the Reference List. The Reference List should be the last page of the paper, with the word "References" at the top of the page, centered. Entries in the Reference List should be alphabetized. Double space the entire page.

#### Example

According to a team of experts trained in reviewing research methods, "nothing seemed so certain as the results of the initial projects." (Tatt, 2001, p. 445) It was precisely this level of apparent certainty, however, which led to a flurry of subsequent challenges to the techniques used to process the data. (Jones & Wayne, 2002) There were a number of fairly obvious flaws in the data: consistencies and regularities that proved to be, upon close scrutiny, most irregular. (Aarns, 2003; West, 2003)

#### References

Aarns, G. (2003). *Certain flaws*. New York: Preston Press.

Jones, M. R., & Wayne, H. D. (2002). Cooking the data? *Science News*, 8, 878-891.

Tatt, L. (2003). Suspect studies. In E. Moore (Ed.), *Research methods*. New York: Weston Press.

West, B. R. (2003, January 9). Studying the studies. *RPA Monitor*, 8, 221.

### EXAMPLE REFERENCES

#### Article in a scholarly journal

Wolf, E. (1990). Distinguished lecture: Facing power. *American Anthropologist*, 92, 586-596.

#### Article in a journal, magazine, or newsletter, no author listed

Understanding the new regulations. (2002, May 1). *Scioto Valley Newsletter*, 9, 3-4.

#### Letter to the editor, published in newspaper.

Mays, E. S. (2001, June 11). The business of business [Letter to the editor]. *Wall Street Journal*, p. 3.

#### A basic book

Anderson, F. J. (1977). *An illustrated history of the herbals*. New York: Columbia University Press.

#### An edited book

Gilbert, H. S., & Hart, L. N. (Eds.). (2000). *Racism and mapmaking: Never a straight line?* New York: Preston Press.

#### Book, an edition other than the first

Massey, W. R., & Jameson, W. M., Jr. (2001). *Organizational behavior and the new internet logic* (3rd ed.). New York: McGraw-Hill.

#### Chapter or section in a book

Gardener, E. D., Miner, E., & Royans, G. D. (1988). Heretics. In S. Nevins & L. Bointer (Eds.), *16th Century England* (pp. 327-384). London: Methaneon.

#### Internet article, based on a print source

Lessing, J. P. (2001). The physics of cultural magnets. *Journal of Anthropological Studies*, 8, 273-299. Retrieved July 3, 2002, from <http://jas.org/2001-8-lessing.html>.

#### Article in a journal published on the internet

Mercer, K. R. (2001). The matter at hand: Chaos is nothing. *Atomic Psychology*, 6, Article056a. Retrieved January 21, 2001, from <ftp://www.atomicpsychology.edu/mercer>.

#### Article in a journal, retrieved from online service (ProQuest, EBSCO)

Jameson, M. M., Wilson, A. E., & Myers, B. R. (2003). Managing managers in the changing workplace. *Journal of Management and Culture*, 43, 423-450. Retrieved April 15, 2003, from alaJOURNALS database.

#### Stand-alone web page, no author, no date

*TechNo's adolescent quotient questionnaire*. (n.d.). Retrieved August 5, 2002, from <http://www.asnu.edu/TechNo/AQQ.htm>.

#### Web page published as part of a website

Reibel, J. H. (1994). *Pedagogy for the 21st century*. Retrieved January 1, 2002, from Columbia University, Institute for Learning Technologies Web site: <http://www.ilt.columbia.edu/publications/papers/ILTpedagogy.html>.

#### Web page in a topical section of an organization's web site

Petrie Environmental Watch Center. (2002, Aug. 2). Recent conservation legislation. In *Law and land use in Petrie County* (section 2). Retrieved August 3, 2002, from <http://www.petriecenter.org/landuse/legislation/2.htm>.

#### Abstract of a technical report

Celifano, C. R., & Roland, W. M. (2001). *Measured rates of glacial melting in 4 locations* (ORSI Polar Research Institute Report No. 14). Abstract retrieved May 5, 2002, from <http://www.orsi.edu/npri/14.htm>.

#### Multipage document created by a private organization

Commit to be fit! Arlington Chapter. (n.d.). *Heart helps: Ten 10 minute workouts*. Retrieved August 5, 2002, from <http://www.fitcommit.org/10minuteworkouts>.

#### US Government report

United States Sentencing Commission. (n.d.). *Federal sentencing statistics by state*. Retrieved Aug 2, 2002, from <http://www.ussc.gov/JUDPACK/JP2000.htm>.

#### AVOID PLAGIARISM: UNDERSTAND THE BASICS OF REFERENCING

The references you include in your papers serve a number of purposes:

- Provide evidence that your position is well-researched and carefully considered.
- Give credit to the author of an original concept or theory presented.

- Help readers identify and locate the source work.

#### WHAT KINDS OF MATERIALS NEED TO BE REFERENCED

The following types of research materials must be documented:

- An original idea, opinion, theory, or research finding expressed, either verbally or in writing, by another person
- Facts, statistics, graphs, drawings, and other pieces of information that are not generally recognized as common knowledge
- Direct quotations of another person's spoken or written words
- Paraphrase of another person's spoken or written words

If you have any questions about the need to cite a particular source work, it is generally advisable to err on the side of caution: cite the source. Understanding which materials to cite, and citing them correctly, will help you get the most out of your assignment -- and ensure that you avoid plagiarism.

## Research Paper Basics.

### 1. Make absolutely certain you understand the assignment.

Read the assignment description carefully, and make sure you understand exactly what you are being asked to do. If you have any questions about the assignment, due date, or anything else associated with this paper, ask your professor questions **now**, before you start.

### 2. Research the general subject.

If you have a subject or topic assigned to you, begin researching that topic or subject. If you are being asked to choose your own topic, you will probably want to start by researching sources dealing with the general subject(s) covered in the course. The internet can be especially helpful for this: online encyclopedias (such as Wikipedia) can provide background information on subjects, online search engines (such as Google) and bookstores (such as amazon.com) can give you an idea of what others have written on the subject. It's also a good idea to ask your librarian to help you identify resources you may not have found on your own. Your library's website, too, will have listings for research sources that are available to you.

### 3. Choose a topic that is appropriate to the length & type of assignment.

If you are being asked to choose your own topic, take care that the topic you choose is appropriate to the required length of the assigned paper.

### 4. Identify potential research sources.

Research your topic, using your university library services, and put together a list of sources pertinent to your topic. It is important, during this stage, to understand the importance of evaluating a source. Try to make certain you are consulting experts who are recognized by others in their field.

### 5. Compose a working thesis, and start reading.

Your working thesis should crystallize the main point of your paper, and help you organize your discussion. Don't worry about the exact wording of the thesis -- you can refine the thesis as you get further into the research phase.

### 6. Take careful notes as you are reading.

As you are reading through your list of potential sources, take careful notes, and make certain you collect *correct* and *complete* bibliographic information for all the works you read. Cutting corners in this step can lead to an incorrect entry in your Reference List, or worse, accidental plagiarism.

### 7. Draft an outline.

Your outline should summarize the main points of your discussion, and indicate the details you will use to support each of the main points.

### 8. Write a first draft. Include intext citations as you write.

Use your outline to guide you as you write a first draft. Include Author-date references to sources for materials that need to be documented as you are writing.

### 9. Proofread your draft. Edit, do any follow up research that needs to be done, reread, and then make final revisions.

After carefully reading your draft, make editing changes. As you are writing, you may discover portions of your discussion that need additional details or support, and that require further research. Run your spell checker! Read the paper out loud; have a friend read it, sleep on it, and then make your final revisions.

#### 10. Write the Reference List for the sources you've cited in your paper.

Every source work cited in your paper should be included in your Reference List.

#### PLANNING IS THE SECRET TO SUCCESS

Use our Paper Calendar to write your own schedule for completing your paper, complete with target deadlines for each step, additional tips, and useful links to research websites, by going to this website:

<http://papercalendar.net>

Just type in the date you will begin your assignment, and the date it is due, and the Paper Calendar will write out a personalized schedule for you.

... The entire process ... from the initial formulation of an idea, through data collection, to the preparation of the final draft, complete with references in the correct format and margins to satisfy the university librarian, can be streamlined with the aid of your personal computer.

(Rudestam, Kjell Erik, and Rae R. Newton. *Surviving Your Dissertation: A Comprehensive Guide to Content and Process*. 2nd ed. Thousand Oaks, CA: Sage Publications, 2001, 227)

## Dr Paper Software ...

is designed to help with the APA Rules summarized in this handout.

Dr Paper installs on your Word main menu to let you create a document pre-formatted according to the APA or MLA guidelines. Dr Paper's Reference manager, CiteWrite, helps you collect bibliographic information correctly, and then cite your sources. CiteWrite formats citations as you are writing your paper, in proper APA or MLA Style, with a click.

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