Your Paper's Title Should be Centered Here: Be Sure to Use the Correct Title Capitalization

Your Name

The Name of Your College or University

The page number is at the right margin on the same line as the running head. To do this, after typing your running head, tab over to the right margin. Click on the page number icon to add the page number. Be sure to choose “current position.” The page number should be in Times New Roman 12-point font, just like the rest of the paper. You may have to change this from the Word default font. The title page is numbered and counted as page one.

Running head: YOUR PAPER’S TITLE SHORTENED TO 50 CHARACTERS

The words “Running head” followed by a colon come before the title on the title page only; on subsequent pages, only the title appears. The word “head” is not capitalized, and the paper’s title is in all capital letters. To adjust your paper so the words “Running head do not appear on the other pages of your paper, in the Header tab, choose “different first page.

Double-click on the space between the margin and the top of the page to enter text in the header section, or click on the Insert tab and use the drop-down arrow under Header to insert your running heads.

The paper has one-inch margins on all sides.

The title page is double-spaced, as is the rest of the paper. Spacing before and after paragraphs is set to zero. To do this, click on the paragraph section under the Home tab. You will see the option to set the spacing both before and after paragraphs and the option to change the line spacing to double.
Abstract

Your abstract paragraph should begin at the left margin. Your abstract should provide a brief summary of your paper. Try to avoid referring to the paper in your abstract. Summarize the content of your paper instead. Keep in mind that an abstract is not an introduction to your paper. Your introduction should begin on the first page of body text. Because it is a summary and not an introduction, you should not use the future tense to describe the content of your paper (i.e., avoid phrases such as, “This paper will address . . .”). The abstract should not contain any citations or quotations. Use your own words to summarize your paper. The abstract paragraph should be between 150 and 250 words, depending on the length of your paper. Note that the label Abstract is not in boldface. The parts of your paper (abstract, body, conclusion, references, etc.) should not be labeled in boldface (unlike any headings you may choose to use to help outline the main areas of your research). Be sure to use the insert-page break feature, instead of the enter key to begin a new section of your paper on a new page.

To insert a page break, click on the Insert tab, then select Page Break.

Do not use abbreviations for Latin terms, except within parentheses. If you must use Latin terms elsewhere in your paper, spell them out.
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This is where the introduction to your paper should begin. The introduction is not labeled in APA style, as it is assumed that all research papers begin with an introduction and that most readers are bright enough to know that. This paragraph should contain your thesis statement so your reader will know what the focus of your paper will be. Other key points that will be discussed in the paper should also be mentioned here.

Note that each paragraph (with the exception of the abstract paragraph) is indented exactly one-half inch. You should not use the space key to indent your paragraphs. Either use the tab key (making sure your tabs are set to one-half inch) or set your paragraph format to indent each new paragraph one-half inch from the left margin. (You will need to reset this to make a hanging indent for your reference entries.)

You will often paraphrase, summarize, or quote from the research you have read in your paper. Note that APA style uses the parenthetical in-text citation to document the source of your information (Lester, 2007). According to Lester (2007), the author and year, separated by a comma, appear at the end of the sentence when you have not mentioned the author’s name in your sentence. When you do mention the author’s name in your sentence, the name should be followed immediately by the year in parentheses, as in the sentence before this one. Researchers have found that “the page number need be included in the parenthetical citation only when you are directly quoting a source” (Smith, Jones, & Wesson, 2010, p. 52). Note that multiple authors’ names are separated by an ampersand. The ampersand should only be used inside parentheses for in-text citations, not in the main part of your sentence.

Organizing Your Paper

A comma separates the author’s name from the year in the parenthetical citation.

An ampersand (&) is used to join two or more authors’ names in the parenthetical citation—but never in the text. The series comma is used before the last author’s name. If there are only two authors, then just the ampersand, with no comma, joins the authors’ names. If no author is given, use the article, document, or web page title in quotation marks.
Writers often use headings to separate the main sections of their paper. A level-one heading should be boldfaced, centered, and formatted with title-style capitalization. Headings should only be used when there are more than one (Smith et al., 2010). In other words, you should not have only one level-one heading in your paper. Always use a level-one heading first. For any subdivisions beyond that, use a level-two heading.

**A Level-Two Heading**

Level-two headings should be boldfaced, lined up with the left margin, and formatted in title-style capitalization. Most papers do not require subdivisions beyond two levels. If your paper is so complex as to require additional levels of subdivision, visit the [Online Writing Lab of Purdue University](http://owl.purdue.edu) to find out how to format them or consult your *APA Publication Manual*.

Make sure you are using the most current (6th) edition. Note that the *th* in 6th is not in superscript. You should not use superscript anywhere in your paper. Word automatically puts the letters that follow ordinal numbers in superscript. There are two ways to address this. One is to click on the *undo* icon right after that happens. (You can also use control-z as a keyboard shortcut to undo anything Word does, or you have done, that you would prefer not be done.) The other is to highlight the text in superscript, then click on Font under the Home tab. You will see that the superscript box is checked. Uncheck that box to change the text to the ordinary size and placement on the line.

Another good thing to note is that this sample paper uses italics to refer to words as words, not quotation marks, as with MLA style. Quotation marks should be used only to quote from a source or for ironic purposes. It is like saying “so-called.” Note also that periods and commas belong inside closing quotation marks. If your sentence ends with a quotation that is followed by a parenthetical citation, omit the punctuation inside the closing quotation mark, and...
put it after the closing parenthesis instead. (See the example of a quoted passage on page 3 of this sample paper.) The exception to this is block-style quotations. The APA manual says that block-style quotations should be used for any quote of 40 words or more. The quote should begin on a new line and it should be indented one-half inch from the left margin only. With block-quotes, the period should come at the end of the quote. No punctuation should follow the parenthetical citation. According to Harper and Rice (2011):

There is a very easy way to format block style quotations. Hit the enter key to start the quote on a new line of text. Then type out the quoted passage. If you included the authors’ names in your signal phrase, as is done here, they should be followed by the publication year in parentheses before the quote begins. All you need to include in your parenthetical citation is the page number or page range. Use p. for a single page and pp. for multiple pages. If you found the information online, use n.p. to indicate that there are no pages to reference. After you have typed the quote, highlight the text and use the Increase-Indent icon to move the entire section over one-half inch to the right of the left margin. The increase-indent button is located under the Home tab in the Paragraph section. It looks like a section of text with a tiny blue right arrow next to it. (n.p.)

Overall, you should avoid using too much quoted material in your paper. Try to paraphrase and summarize your sources whenever possible, leaving as much of your paper in your own words as you can.

You do not need to label your conclusion. This part of the paper is sometimes called “Discussion,” especially when you are writing about an experiment you conducted in the social sciences field. Like the title, the abstract and the reference page, this section, if labeled, should not be in boldface, quotation marks, or underlined.


**Reference entries are in alphabetical order.**

For book and article titles, web pages, and web documents, capitalize only the first word, the first word following a colon, and proper nouns. For periodical titles, use standard title capitalization.

For web pages and documents, you do not need to include the name of the website. Just follow the document or page title with the words “Retrieved from” followed by the URL. Do not include hyperlinks anywhere in your paper. URLs (and DOIs) are not followed by periods when they end a reference entry. Do not include a date in retrieved-from statements. Do not give any information about restricted-access databases (such as ProQuest, Academic Search Premier, etc.). If your source has a DOI associated with it, include that as the last element of the entry. Use lower case letters (doi) followed by a colon to introduce the DOI.