

- Header includes the words “Running head” followed by a colon and abbreviated all-capitalized title (consisting of the first 2-3 words of the title). The page number is located .5” from the top of page, 1” from right edge of page. Insert the page number in the header, starting with the title page.
- “Running head” does not appear on any other pages of the document after the title page. The all-capitalized abbreviated title is used for the header on all other pages.
- 1” margins all around on all pages; left-justify only.
- Use a 12 point font and double-space text throughout paper.
- Title page information is centered about 3.5” from top of page. The format shown below is an example of what your title page should look like for all your course papers.

Guide to Formatting Papers: APA Style

by

Terry Student (your name here)
M.A. Program in Organizational Leadership
Mansfield University

for

ORL 5530, Governance and Community Relations (class here)
Dr. Dennis Murray (professor here)
May xx, 2010 (date turned in here)

Abstract

All research papers and many other written papers will begin with an abstract page that is numbered as page 2. The abstract is a brief summary of the paper or research project and should be about 100 to 120 words long. Like the rest of the paper, it should be double-spaced and it is *not* indented. The abstract should be written in **past** tense and should include a sentence or two about each section of the paper (introduction, method, results, discussion). Your professor will tell you if a course paper should include an abstract page. If you need to include an abstract in your paper, you would use the heading shown above. Do not use the title of your paper as the heading for the abstract page. Start the introduction of your paper on a new page. The following is an example of a good abstract:

Whether false memories persist over a delay was investigated using Roediger and McDermott's (1995) false memory procedure. College students ($N = 19$) studied twelve 15-item lists and either recalled items immediately or following a 90-s delay. A first recognition test immediately followed recall of lists; a second test occurred 2 days later. The proportion of correctly recalled list items decreased with the 90-s delay, whereas the proportion of falsely recalled critical items increased. The overall proportion of items recognized as "old" was greater for false critical items than for correct list items, but both false recognition and correct recognition decreased over the 2-day period. These findings are compared to other studies that examined false memories following delays.

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If you have used an abstract, the third page of the paper will start with the introduction section. If you have not used an abstract, then page two will be the beginning of your paper. You will use the title of your paper as the first-level heading (see above for example).

APA Style Headings

Headings and subheadings are used to help organize the paper into coherent sections that guide the reader from topic to topic. The heading style you use is dependent upon the number of headings you will be using in your paper. Most papers will have 1-3 levels of headings.

If you are only using one level of heading (you have no subheadings under a main heading), then each heading is centered, with the first letter of each main word capitalized (see above). The text starts on the next double-spaced line and is indented. The heading is in bold but do not underline or italicize this heading.

Two Level Headings

If you will have subheadings under a major heading, you use headings that are flush with the left margin, have the first letter of each main word capitalized, and are NOT italicized. The text begins on the next-double-spaced line, indented. When you are ready to go on to your next major section, you would once again return to using a main heading (centered). The heading above this paragraph is an example of a 2nd level heading.

Next level of heading. If you had subsections under a topic that had a second level heading, you would then use the heading style shown here. This is a 3rd level heading and it is indented from the left margin, bold, has only the first letter of the first word capitalized and ends with a period (.). The text begins after two spaces and on the same line as the heading. This paragraph has a 3rd level heading.

Use of Quotations

Short Quotations

The APA style manual provides the following guidelines for quoting material that has fewer than 40 words. “If the quotation comprises fewer than 40 words, incorporate it into text and enclose the quotation with double quotation marks” (APA, 2010, p. 170). Note that the author, publication year, and page number for the source of your quotation are included in parentheses. If the citation is at the end of the sentence, the period (.) goes after the citation, not inside the quotation marks.

The APA style manual (APA, 2010, p. 171) also provides examples of this type of quotation style: “Miele (1993) found that “the ‘placebo effect’, which had been verified in previous studies, disappeared when behaviors were studied in this manner” (p. 276). Both styles are correct. Note that the period goes after the parentheses at the end of the sentence in this case as well.

Block Quotations

If you are quoting a passage which has more than 40 words, you will need to use the block quotation format. This requires you to indent the passage 5 spaces or .5”, double-space it, and put the page number(s) at the end. If the quotation has more than one paragraph, indent the additional paragraphs another .5” or 5 spaces. Here is an example of a block quotation. In this case, the period goes at the end of the quotation; there is no punctuation after the page number.

Keller et al. (1994) found the following:

Now is the time for all good students to come to the aid of their department. Now is the time for all good students to come to the aid of their department. Now is the time for all good students to come to the aid of their department. (p. 36)

Serialization

In Paragraph or Sentence

When using a series of items within a sentence or paragraph, use lower case letters in parentheses as shown below.

The participant's three choices were (a) working alone, (b) working with a partner, or (c) working in a group of three.

Separate Paragraphs

When using a series of items as separate paragraphs, use the following format. Notice that parentheses are not used in this format.

The hypotheses tested in our study were:

1. Psychology majors will have better social skills than computer science majors.
2. Computer science majors will have higher scores on a test of mathematical ability than psychology majors.
3. Both psychology and computer science majors will have better problem solving skills than undeclared students.

Numbers

“The general rule governing APA style on the use of numbers is to use figures to express numbers 10 and above and words to express numbers below 10” (APA, 2010, p. 111). Avoid beginning a sentence with a number.

Exceptions to the Rule

If you are combining numbers below and above 10, then use figures for both. Use figures when the number is a unit of measure, a statistical or mathematical function, a specific date or time, an amount of money, or number of participants in a study or group.

References

Most of your papers will contain information gathered from outside sources such as journal articles, books, newspapers, magazines, and web sites. All information obtained from outside sources must be referenced within the body of your paper and included in a reference page at the end of your paper. All references cited in the reference page must be found in your paper. Examples of several formats for referencing your sources are included in this guide and more information on referencing can be found in your APA Publication Manual (2010).

References in Text

When summarizing or quoting original sources in the text of your paper, you may use any of the following styles. The date in parentheses is the publication year. If no date is available, use the n. d. abbreviation. Note that only the last names of authors are used in the citations (unless you happen to have two different citations where the primary authors have the same last name, in which case you include the first initials of both authors).

If a source has no identified author (e.g. an organization, a web site, a dictionary) the name of the organization, web site, or the title of the article or book is used in place of the author. Several examples are shown below.

- Launius (1997) found that students who attended class regularly had higher average exam scores than students who missed more than three class periods.
- In their review of the literature regarding adolescent antisocial behavior, Aramis, Athos, and Porthos (1998) found that boys from families with significant physical abuse were more aggressive than boys from families without abuse.

- Many web sites are now available for patients wishing more information on Alzheimer's Disease (Alzheimer's Association, n.d.; National Institute for Mental Health, 2003; Understanding Alzheimer's Disease, 2003).
- While J. Smith and Green (1987) found a *negative* effect of stress on task performance, M. Smith, Black, and Cohen (2002) found a *positive* effect.
- The book *College Bound Seniors* (1979) was well received when first published (University of Pittsburgh, 1993).

When referencing more than one resource in a paragraph, put the different references in alphabetical order by the first author's last name and separate the references with a semi-colon.

- A review of the literature suggests that there is a difference in the effects of Prozac depending on the age and gender of the depressed person (Murray & Craig, 2000; Seidel, 1999).

If you have several authors (3-5) in a reference, you first reference the source with all the authors' names but subsequent references in the text use only the first author's name and the et al. abbreviation. For two authors, include both names in each reference. If there are six or more authors, always use the et al. abbreviation.

First reference in paper:

- Keller, Craig, Launius, Loher, and Cooledge (2003) described the use of portfolios as part of their assessment of undergraduate psychology majors.

Subsequent reference in paper:

- Several psychology departments have begun concerted efforts to assess the learning and teaching effectiveness of their programs (Carter, Smith, & Grace, 1999; Keller et al., 2003; Thomas, 1998).

Information included in a paper that was obtained by **personal communication** (a letter, e-mail, course lecture, personal discussion, phone conversation, etc.) is referenced in the **text** only and is not included in the **reference page**. Reference a personal communication in the text as follows:

- M. Launius (personal communication, April 18, 2003) notes that researchers have demonstrated these effects in human as well as animal subjects. **OR**
- Other researchers, however, have demonstrated these effects in human as well as animal subjects (R. Feil, personal communication, January 27, 2003).

Reference Page

The reference page always starts on a new page at the end of the paper. The reference page(s) should have the same heading with page numbers as used in the rest of the paper. The page uses a main heading and the word References.

The following are samples of citations used in the reference page. Remember, any citation used in your paper must be referenced in the reference page and any reference in the reference page must be cited in the paper. Only the initials for the first and middle names (if given) are used. If the author is not known, then the organization, web site, or title is used in place of the author. Reference citations are put in alphabetical order by the primary (first) author's last name.

New to the 6th edition is the inclusion of the DOI system. DOI refers to a reference's digital object identifier and is used to manage digital information. If a DOI is available, always include this in the reference. For more information about DOI System, please see p. 188 of the APA manual. If no DOI is available, use the Retrieved from <http://xxx.xxxxxxx.xxx> format.

(**Note:** these examples are ordered by type of reference. In a reference page, all the references, regardless of type, would be alphabetical order by primary author's last name and you would not use the headings books, journals, etc.)

Books, Edited Books, & Chapters in Books

Feil, R. N. (1988). *Computer-assisted psychological evaluations: How to create testing programs in BASIC*. Sarasota, FL: Professional Resource Exchange.

Keller, P. A. (Ed.). (1994). *Academic paths: Career decisions and experiences of psychologists*. Hillsdale, NJ: Erlbaum Associates.

Tollestrup, P. A., Turtle, J. W., & Yuille, J. C. (1994). Actual victims and witnesses to robbery and fraud: An archival analysis. In D. F. Ross, J. D. Read, & M. P. Toglia (Eds.), *Adult eyewitness testimony: Current trends and developments* (pp. 144-160). New York: Cambridge University Press.

Journal Articles

Craig, F. & Deichert, N. (2002). Can male-provided social support buffer the cardiovascular responsivity to stress in men? It depends on the nature of the support provided. *International Journal of Men's Health, 1*, 105-119. doi: 10.3149/jmh.0101.105

Keller, P. A., Murray, J. D., & Hargrove, D. S. (1999). A rural mental health research agenda: Defining context and setting priorities. *Journal of Rural Health, 15*, 316-325.

Launius, M. (1997). College student attendance: attitudes and academic performance. *The College Student Journal, 31*, 86 - 92.

Electronic Resources (electronic journal, web sites, data bases, etc.)

Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Retrieved

August 24, 2000, from Columbia University, Institute for Learning Technologies Web site: <http://ww.ilt.columbia.edu/publications/papers/newwine1.html>.

National Institute of Mental Health. (2003). *Study boosts confidence in potential screening tool for Alzheimer's disease*. Retrieved June 2, 2003 from <http://www.nimh.nih.gov/events/prbiomarker.cfm>

Rolling Stone. (2001). *Mathews gets devilish*. Retrieved June 2, 2003 from <http://www.rollingstone.com/news/newsarticle.asp?nid=18143>

(More examples of how to cite electronic resources can be found at the American Psychological Association's web site: <http://www.apastyle.org/electsource.html>).

Papers and Poster Presentations

Keller, P. A., Loher, B., Launius, M. H., Craig, F & Cooledge, N. (2002, September). *Using portfolios to assess undergraduate learning outcomes*. Paper presented at Measuring Up: Best Practices in Assessment in Psychology Education, Atlanta, GA.

Launius, M. H., & Kuffner Hirt, M. J. (2003, February). *Characteristics do make a difference: Leadership/management roles*. Workshop presented at the Western Executive Development Conference, Association for Pennsylvania Municipal Management, Farmington, PA.

Ruby, J., & Fulton, C. (1993, June). *Beyond redlining: Editing software that works*. Poster session presented at the annual meeting of the Society for Scholarly Publishing, Washington, DC.