

Include a running header (a short title of your paper) only on the title page

Type as: Running head: TITLE IN ALL CAPS

All additional pages should just have the short title without the phrase Running head

Include a page number on every page

Center the title

The long title of your paper should include the main idea and scope of your paper

The title should be typed in 12 point Times font

Do not bold, underline, or italicize the title

How to Format a Formal Research Paper Using
the APA Citation Style

Jane Student
State University

Center and double space
your name and the name
of your college,
university, or institution

Education 432
Professor Haberdasher
March 15, 2010

Center and double space
the course title and
number, the instructor,
and the date

Start your
abstract on
page 2

Center the
word
Abstract

Abstract

Some assignments will call for an abstract. An abstract is a summary of your paper. An abstract should be short and concise but include the topic of your paper, the main points you are writing about, and the conclusions you reach.

Include a brief sentence summary for all sections of your paper. An abstract is typically 150-250 words long.

Do not
indent the
1st line of
your
Abstract

It should be
written in
block
format

Center the full title at the beginning of the main body of the paper

How to Format a Formal Research Paper Using the APA Citation Style

After your title, begin your paper with your introduction. Do not use the

Your paper should:

- * be double spaced
- * have 1 inch margins
- * be typed in Times font
- * indent paragraphs ½ inch or 5-7 spaces

word Introduction as a heading. It is understood that the opening paragraph of your paper is your introduction. The APA suggests the following set up for an introduction: Introduce the problem, explore the importance of the problem, describe relevant scholarship, and explain your approach to solving the problem. This may vary depending on your assignment.

The Body of your Paper

After you write the introduction, you will develop the body of the paper.

In a formal psychology paper documenting an experiment, the standard

structure for an experiment is: Method, Results, Discussion. Each of these

sections would use a heading to guide the reader through the paper. The paper

ends with References, Footnotes, Appendices and Supplemental Materials¹.

Consult the Publication Manual of the American Psychological Association

6th edition for further guidelines.

For Papers Other than Original Psychology Experiments

If you are using the APA format to write a formal paper but are not

writing up a psychology experiment, use descriptive headings to describe the

various sections of your paper. The paper ends with References. You can

include Footnotes, Appendices, and Supplemental Materials if appropriate

(see Footnote 1). The body of your paper will largely be determined by the

assignment you are working on. Use your college writing center for help with

Footnotes can be used to provide additional information

Use a superscripted number and include a Footnotes section at the end of your paper

If you want to refer to a Footnote already listed in your paper type (see footnote #)

Headings should be boldfaced, centered, and all major words capitalized

Sub-headings should be left hand justified, boldfaced, and all major words capitalized

developing the body of your paper after you have written your first rough draft.

How to Cite Sources in Your Paper

Any time you use outside research (newspapers, magazines, books, websites) you must cite your source. The APA requires you to include a brief citation in the body of your paper (called an in text citation). This gives your reader enough information to find the full citation located on your References page at the end of your paper. Consult an APA style guide to see the proper format for including in-text citations.

Block Quotations

In-Text direct quote example

Here is an example of an in text citation: Robert Monge (2009) notes, “Most in text citations are relatively short. They usually are no more than three or four sentences long” (p. 54). If you have a quotation that is longer than 40 words than you must use a block quotation.

Block Quote example

Robert Monge (2009) points out:

The block quote is used for direct quotations that are longer than 40 words. The block format is a freestanding quote. This means you do not include quotation marks. Instead, you introduce the block quote on a new line using the author and year. Use a colon to set up the quote. Indent your entire quote ½ inch or 5-7 spaces. Include the page number at the end of your block quote outside of the ending period. (p. 55)

Center the word
References at the top
of your page

References

Gritz, S. (1991, January 20). Gulf War bombing broadcasted live on TV. *The Chicago Tribune*, pp. A3, A5.

The References
page is where
you list the full
citation for all of
the brief In-Text
citations you
used in your
paper

Jackson, J. J., & Samuel, T. S. (2001). The impact of climate change on sea levels. *Journal of Environmental Science*, 55(4), 233-277.

doi:10.1070/8567-6582.33.5.888

James, H. N. (1988). *Victorian gender roles* [Ebrary version].

doi:10.1044/00643983238

Osborne, M. H. (1994, April 5). Nirvana's Cobain commits suicide. *The Seattle Times*. doi:10.1038/022-9010.76.1.143

Rabe, M. M. (2001). *The art of manipulation: Stories of mind control*. New York, NY: HarperCollins.

Start the References section on a new page

References are listed alphabetically by author

If there is no author, use the title of the reference

The first line is left hand justified. Each additional line of the citation is indented ½ inch or 5-7 spaces.

Reference entries are double spaced

See an APA citation style guide for details on how to format the various types of references (newspaper, magazine, book, website....)

Footnotes
appear
after your
reference
page

Center the
word
Footnotes

Footnotes
should not
be longer
than one
paragraph

Footnotes

¹ Content footnotes are used to provide additional information about a point of discussion in your paper. Copyright permission footnotes are used to cite long sets of data, studies, tests, tables that have been reprinted or adapted.

Footnotes should use consecutive superscripted numbers in text with corresponding entries on a separate Footnote page after the References page.

Appendix

Appendices appear after your reference page and after your Footnote page (if you have any).

Center the word Appendix

All other style rules apply

An Appendix is used to include materials that are brief and can be presented in a print format. It can include lists, tables, photographs, charts, graphs, and other information used to illustrate the main points in your body paragraphs.

Use parenthesis to point your reader to an appendix (See Appendix for complete chart). If you only have more than one appendix, label your Appendices: Appendix A, Appendix B, Appendix C, etc.)

If you have more than one appendix, each appendix will appear on a new page