

Include a short title of your paper on every page.

Type as: Running head: TITLE IN ALL CAPS

Note-- The APA format requires the use of the term Running head for professional journal article submissions. The term Running head appears on the first page. All additional pages should just have the short title without the phrase Running head. Additionally, for short papers, your instructor may not require the term Running head.

## How to Format a Short Research Paper

### Using the APA Citation Style

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

Jane Student

State University

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

Education 101

Professor Haberdasher

March 15, 2010

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

Note – The APA style guidelines were created for submission of formal Psychology articles to professional journals.

Your instructor may prefer that you format the title page differently.

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

## How to Format a Short Research Paper Using the APA Citation Style

After your title, begin your paper with your introduction. Do not use the word Introduction as a heading. It is understood that the opening paragraph of your paper is your introduction. Introductions are designed to grab your readers attention, set up the topic you will be writing about, and state your thesis for the paper.

Your paper should:

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

### **The Body of Your Paper**

After you write the introduction, you will develop your thesis in the body of the paper. The body of your paper will largely be determined by the assignment you are working on. Make sure you are meeting all the assignment guidelines. Use your college writing center for help with developing the body of your paper after you have written your first rough draft.

Headings are optional but if included should be boldfaced, centered, and all major words capitalized

### **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. There are a variety of ways to incorporate in text citations including direct quotation, paraphrase, and summary. 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)

### Conclusion

The conclusion is where you bring your paper to a close. If you have used headings throughout your paper, it is a good idea to have a Conclusion heading. However, if you have not used headings, you do not need one. Your reader will know the last paragraph(s) of your paper are your conclusion.

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

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....)