

All elements in the dotted boxes are not visible on your final paper.

Running head: SAMPLE APA PAPER FOR STUDENTS

Yes, it will say, "Running head:...". Use an abbreviated form of the title (not exceeding 50 characters, which includes spaces). The abbreviated title is in capital letters.

All written material is within 1" margins around all sides of the page, on every page. Only the header is outside the 1" margin.

The page header consists of the first 2-3 words of your title. A page number follows the header. 5 spaces separate the header from the number. The header and number are a 1/2" from the top of the page and 1" from the right-hand side of the page. All elements appear on every subsequent page.

Sample APA Paper for Students Learning APA Style

Please Note: Information that is required varies from class to class – consult your instructor for which details they require.

This information is centered (left to right), double spaced, and can start in the upper half of the page.

Your Name

The Name of the Course

Your Instructor's Name

The Date

1" margin

1" margin

1" margin

Please Note: This paper is printed double-sided to save paper. A proper APA paper should not be double-sided!

Abstract Section title.

You may not have to include an abstract with your paper; if in doubt, ask your instructor. The abstract is a single paragraph in block format (without paragraph indentation) and should not exceed 120 words. Be sure to understand the difference between the abstract (a summary of the paper) and the introduction (an introduction to the paper). A good trick is to write one summary sentence for each major part of your paper; which should leave you with a good, four-sentence abstract. See section 1.07 of the 5th edition of the *Publication Manual of the American Psychological Association (APA Manual)* for additional information. The library has five copies of the *APA Manual*: one at the Information Desk, one in the Reference Collection and three in Circulating Books (you can only checkout the Circulating Books). The call number for the Circulating and Reference copies is BF 76.7 P83 2001.

Things to notice on this page:

- (a) The abstract is not indented like regular paragraphs.
- (b) The *Publication Manual of the American Psychological Association* will be mentioned several times in this sample paper. This becomes awkward to write in full every time, so it will be hitherto abbreviated as: *APA Manual*. If you decide to abbreviate in this manner, write the text that is to be abbreviated in full for its first appearance, and place the abbreviation in parenthesis following the text. This example is of a book title, so it continues to be italicized. This method is not required for certain common/standardized abbreviations.
- (c) Read more about abstracts and the use of abbreviations in sections: 1.07 (pp. 12–15), 3.21–3.29 (pp. 104–111).

Sample APA Paper for Students Learning APA Style Essay's title.

The first part of your paper is the introduction. Head this section with the title of your paper; *do not* use the heading *Introduction*. This part of your paper develops the background, and states the purpose and rationale of the paper, and answers the question, “What is the point of this paper?” At the end of your introduction include a sentence stating the purpose of your research (your thesis statement). Section 1.08 of the *APA Manual* will give you more information on writing your introduction.

This Paper is Only a Guide 1st level heading – uses level 1 style.

Use this paper as a guide only; if anything in this paper is different from the instructions provided by your instructor, always do as your instructor asks. If in doubt, ask your instructor. For more help on writing and formatting your paper, go to *The Nuts and Bolts of College Writing*, at <http://nutsandbolts.washcoll.edu/>. This website provides information on every aspect of college writing. We also carry many books in the library that will help in your writing.

Basic APA Format 1st level heading – uses level 1 style.

Your APA paper should: (a) be double-spaced on every page; (b) have 2.54 cm (1 inch) wide margins on all four sides; (c) have one space after each punctuation mark, including periods; (d) have headings if it is more than a few pages in length.

The Body of Your Paper 1st level heading – uses level 1 style.

The middle part of your paper is where you make the main points of your argument. The points you want to make may be clear to you, but that is not always the case for the reader. Paragraphs and headings work together to help you get your ideas across to the reader as clearly as possible (Audi, 1999).

Paragraphs 2nd level heading – uses level 3 style.

Paragraphs help you change from one idea to another in your paper. Aim to make one point or present one piece of information in each paragraph. It is recommended that you “break the document into short ... paragraphs to make it easier to read” (Kennedy, 2004, p. 23).

Headings 2nd level heading – uses level 3 style.

Headings organize the hierarchy of ideas in your paper. By employing headings, you give your reader visual cues about the importance of the information that is to follow. Headings can be especially useful when explaining processes step-by-step. You can have one or more levels of headings in your paper; all ideas of equal importance will have the same level of heading. The longer your paper, the more levels of headings you will have. For a detailed explanation of headings (including how to format headings when you have more than three levels), see section 3.30 of the *APA Manual*. This paper uses three levels of headings; see Table 1 to find out how to format them.

Table 1 Table number.

Orientation of Headings Employed in a 3 Heading Essay Table title.

1st Level: Centered, Uppercase and Lowercase Heading [Level 1 Style]	Tables are typically meant to convey numeric values. This is a rare exception.
<i>2nd Level: Flush Left, Italicized, Uppercase and Lowercase Side Heading</i> [Level 3 Style]	
<i>3rd Level: Indented and italicized at the beginning of a paragraph, with only the first word capitalized and it ends in a period.</i> [Level 4 Style]	

Note. From *Publication Manual of the American Psychological Association* (5th ed., pp. 113–115), 2001, Washington, DC: American Psychological Association. Copyrighted 2001 by American Psychological Association. Table note.

The Appendix 1st level heading – uses level 1 style.

The appendix is a useful tool to provide your readers with supplemental information. The appendix will be placed after the “References” page. You are allowed to have more than one appendix, which will be arranged in the order that they are referred to in the paper. Each Appendix will be titled “Appendix”. If you have more than one appendix, they will be given an alphabetical designation (“Appendix A”, “Appendix B”, and so on). Each appendix will have a title, double-spaced, below the page heading. Refer to Table A1 in the Appendix of this guide for more information about where to locate information on various topics in the *APA Manual*.

Referencing Research Material 1st level heading – uses level 1 style.

A major component in any academic paper is the citing of information that you incorporated into your essay from materials found in the research process. Failure to give recognition to that source material is plagiarism. Heffernan, Lincoln, and Atwill (2001) state that:

Example of a block quotation – see section 3.34 (pp.117–118) of *APA Manual*.

Use a
1/2"
indent
for
block
quote.

Plagiarism occurs if you are presenting the words or thoughts of another writer as if they were your own. When you submit a paper that is wholly or partly plagiarized, you are taking credit – ... – for work done by someone else. This is fundamentally dishonest and therefore wrong. (p. 571)

If you are caught plagiarizing, the academic consequences could include failure of your class, or expulsion from your program or institution.

You will need to cite information when you (a) quote (use another source word-for-word), (b) paraphrase another person’s ideas or words, and (c) employ a little known fact or idea that is not common knowledge (*Citing Information*, n.d.). Even though you use your own words when paraphrasing, the concepts are still borrowed and require citation.

Citing Sources 2nd level heading – uses level 3 style.

There are two major components required in order to avoid charges of plagiarism. The two things required are an in-text citation and a reference page citation. You are required to provide both pieces of data when you paraphrase or quote other writer's ideas or words.

3rd level heading – uses level 4 style.

▶ *In-text citation.* The in-text citation is a visual cue that accompanies borrowed words and ideas. Immediately following the paraphrase or quote, include: the author's surname, the source's copyright date, and the page number from which the information was taken in parenthesis. This cue informs your reader that information was borrowed, and they [your reader] can refer to the reference page for detailed bibliographic information on the source. Page numbers are not necessary when paraphrasing, but they are still recommended.

3rd level heading – uses level 4 style.

▶ *Reference page citation.* Immediately following the text of your essay, you will have your reference page. The reference page includes detailed information about material that allows readers to verify information for themselves.

Writing a Conclusion 1st level heading – uses level 1 style.

A conclusion adds order and emphasis to your paper, it should pull the different parts of the paper together, emphasizes important points, and demonstrates the possibilities for future exploration of your topic. Although the conclusion should include a restatement of your thesis, it should not simply restate the points you made in your paper; the conclusion should add to the reader's understanding of the issues as well as clarify your argument.

References Section title.

American Psychological Association. (2001). *Publication manual of the American Psychological*

^{1/2}
hanging
indent Association (5th ed.). Washington, DC: Author.

Audi, R. (Ed.). (1999). *Making paragraphs that work*. Cambridge, United Kingdom: Cambridge University Press.

Citing information. (n.d.). Retrieved August 2, 2006, from <http://www.cheney268.com/Training/Research/Citing.htm>

Heffernam, J. A. W., Lincoln, J. E., & Atwill, J. (2001). *Writing: A college handbook: Instructor's edition* (5th ed.). New York: W. W. Norton.

Kennedy, P. M. (2004). Technical writing tips. *Tech Directions*, 64(4), 22–23. Retrieved August 2, 2006, from Academic Search Premier database.

Things to notice on this page:

- (a) The references are in alphabetical order by author's last name (if there is no author then the title of the reference is used instead)
- (b) The title of the page is "References"
- (c) The reference page is on a separate page from the rest of the text
- (d) Each paragraph has a hanging indent (every line after the first is indented 7 spaces or one standard tab key (1/2 inch) – to automatically format your paragraphs with a hanging indent in Word select the text you want to format then select **Format > Paragraph** and under **Special** change the setting to **Hanging**), and
- (e) The page number and shortened title appear on the top right hand corner of this page as well.

For details on formatting references see the yellow "APA Style" handout available in the library or on the website at: www.mhc.ab.ca/library/howtoguides.html

Section title. If there were more than one appendix, then they would be Appendix A, Appendix B, etc.

► Appendix

Often-Referenced Pages from the APA's Publication Manual

Appendix title.

Table A1

Subject	Section(s)	Page(s)
1. Appendixes	3.90–3.93, 5.19	205–207, 299–300
2. Headings	3.13, 3.30–3.32	95–96, 111–115
3. Indentation	5.08	289
4. Margins	5.04	286–287
5. Numbers	3.42–3.49	122–130
6. Order of Pages	5.05	287–288
7. Page Numbers and Headers	5.06	288–289
8. Personal Communication	4.16, 3.102, 8.05	214, 277, 350
9. Quotations	3.34–3.41, 5.13	117–122, 292–293
10. Reference Citations in Text	3.94–3.103	207–214
11. Reference List	4.01–4.16	215–281
12. Sample Paper	Figures 5.1–5.3	306–320
13. Secondary Sources	4.16	245, 247
14. Seriation	3.07, 3.33, 3.42	84, 115–116, 125
15. Spacing and Punctuation	5.03, 5.11	286, 290–291
16. Tables	3.62–3.74	147–176

Note. The information provided in this table is specific to the 5th edition of the *Publication*

Manual of the American Psychological Association.

Things to notice on this page:

- (a) Multiple appendixes are ordered in the same order that they are mentioned in the essay.
- (b) The appendix title is below the page title. It is centered, with all major words starting with a capital letter.
- (c) The table is designated Table A1 – to distinguish it from Table 1 in the paper's body. A table title is not required here, because there is no introductory text to the table, and therefore the appendix's title doubles for the table title.
- (d) If more tables were in this appendix, they would be: Table A2, Table A3, etc. Tables in other appendixes would be given an alphanumeric designation depending on which appendix it appeared in (e.g., Table B1, Table C1, etc).
- (e) No vertical lines are used in tables.