

A RUNNING HEAD OR SHORT TITLE IS PROVIDED IN ALL CAPS FOR EACH PAGE OF THE PAPER

Each page is numbered starting with the title page.

## WRITING RESEARCH PAPERS

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The recommended typeface is Times New Roman with a 12 point font size.

The manuscript title is centered and positioned in the upper half of the page. It should be no longer than 12 words.

### A Guide for Writing APA Style Research Papers

Susan B. Smith

Author's name: first, middle initial, last.

Capital Community College

Institutional affiliation

The running head or short title

## WRITING RESEARCH PAPERS

An abstract is a brief comprehensive summary of the paper between 150 and 250 words. Do not add to or comment on the body of the work here. It provides the reader with a brief overview of the article.

Page number

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### Abstract

Type the abstract in block format, one paragraph, no indentations and double spaced.

This paper is a guide to writing a general paper in according to the Publication Manual of the American Psychological Association. The guide instructs a user on how to format a paper in APA style, illustrating structure, style and content, as well as presenting detailed examples of references cited, including print examples of books, magazine articles and reference works. Additional examples are provided for electronic versions of the above as well as for audio visual materials, such as podcasts, motion pictures, television shows etcetera.

*Keywords:* APA, research papers, format, style guide

***Check with your instructor to see if an abstract and/or keywords are required elements of your paper.***

Running head on every page

1 inch margin

WRITING RESEARCH PAPERS

A Guide for Writing APA Style Research Papers

Type and center the title of the paper on this page. Do not bold or underline

There are several different types of articles appropriate for publication in the APA or American Psychological Association style. These include reports of empirical studies, literature reviews, theoretical articles, methodological articles, and case studies. Each of these types of articles follows a proscribed format. Refer to the Publication Manual of the American Psychological Association, 6<sup>th</sup> edition for the most up to date and comprehensive details of setting up your manuscript. This paper will serve as a general guide only, and as always, your instructor has the final word on the format and style required for the assigned paper<sup>1</sup>.

1 inch margins on all sides

1 inch margins on all sides. Leave right side ragged and do not hyphenate words.

Level 1 Heading

Footnote – refers to supplemental information on page 8.

Method

The heading style recommended by APA consists of 5 possible formatting arrangements. Check with your instructor and/or the APA Manual section 3.02 for further guidance regarding headings.

A research paper presents the results of your investigations on a selected topic. Based on your own thoughts and the facts and ideas you have gathered from a variety of sources, a research paper is a creation that is uniquely yours. The experience of gathering, interpreting, and documenting information, developing and organizing ideas and conclusions, and communicating them clearly will prove to be an important and satisfying part of your education. Generally, the formatting of citations recommended below is based on the American Psychological Association guidelines. Your instructor may require another format. It is important to follow consistently and accurately a recommended format that is clear and concise and that has been approved by your teacher. This guide may suffice for most students' needs for most academic purposes, but for advanced research projects it is by no means a substitute for the *Publication Manual*

2 spaces after a punctuation mark aids the reader.

1 inch margin

of the American Psychological Association Sixth Edition (2009). That handbook can be purchased in most bookstores and copies should be available in every college and municipal library. This guide and a guide similar to this one, but based on the MLA style, are available online. “Your best source of advice on all these matters is, of course, your instructor and your library professionals” (Darling, 2005, p. 98).

Once your topic has been approved, gather information from authoritative sources: pertinent books, encyclopedias, and articles in magazines, journals, and newspapers.

Librarians will be happy to show you how to use the various research tools within the library and may suggest other sources of information. Important new resources are now available to you through electronic services which provide many learning and reference tools as well as access to the Internet, where you can often discover an abundance of information. Depending on the resources available and the length of your assignment, you may find it necessary to widen or restrict the scope of your topic (Darling, 2005, pp. 96-97).

Quotations fewer than 40 words are incorporated into the text using quote marks. Cite the specific page of the quote.

If a quotation is 40 or more words, start a new line, using a block quotation; indent as if a new paragraph, double space, and do not use quotation marks.

Level 1 Heading

## Discussion

*If you are instructed by your professor to use headings, refer to section 3.02 of the Publication Manual of the APA.*

Using someone else's ideas or phrasing and representing those ideas as your own, either on purpose or through carelessness, is a serious offense known as plagiarism. Ideas or phrasing includes written or spoken material, from whole papers and paragraphs to sentences, and, indeed, phrases but it also includes statistics, lab results, art work, etc. Someone else can mean a professional source, such as a published

## *Citing references in text*

Options 1, 2, and 3 are all acceptable formats for pointing to the source listed on the reference page.

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writer or critic in a book, magazine, encyclopedia, journal or in an electronic resource such as material you discover on the World Wide Web; another student at your school or anywhere else; a paper-writing service which offers to sell written papers for a fee.

**Option #1**

Newton (2003) found that the penalty for plagiarism is usually determined by the instructor teaching the course; in many schools and colleges, it could involve failure for the paper and it could mean failure for the entire course and even expulsion from school. At the very least, however, students who plagiarize have cheated themselves out of the experience of being responsible members of the academic community and have cheated their classmates by pretending to contribute something original which is, in fact, a cheap copy (Newton, 2003).

**Option #2**

or  
(Newton, 2003, Chapter 3)  
or  
(Newton, 2003, p. 11)

### Summary and Concluding Discussion

One-inch margins at the top, bottom, right and left sides are now required by A

Double spacing is required throughout the paper. In 2003 Newton stated that if you wish to use single spacing for quotations of verse and drama because it more nearly approximates what the poet would want, you must consult with your instructor before doing so.

**Option #3**

Each page is numbered consecutively including title page and reference page. Type the numbers in the upper right-hand corner using Arabic numerals. Arrange the manuscript as follows: title page, abstract, body of the paper, and reference page. A short title is used

throughout the paper. R. Newton (personal communication, July 20, 2009) states that the short title is a two or three word derivation of the title of the paper. If the title of your paper were *Understanding Patterns of Byzantine Intrigue*, the short title could be *Byzantine Intrigue* (R. Newton, personal communication, July 20, 2009).

Personal communication, option #1

Personal communication, option #2

Do not include references to personal communications, such as letters, emails, interviews, telephone conversations on the reference page as they are not recoverable. You may however cite them in-text. What you cite should have scholarly relevance.

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APA Style

Arrange entries in alphabetical order by the author's last name, or if no author, by the 1<sup>st</sup> word in the citation.

Include page number in upper right corner

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Use Times New Roman 12 point font.

References

One inch margin

Anker, D. & Mitgang, L. (Producers) & Lindsay, M. (Director). (1995). *Marsalis on music*. [Motion Picture]. New York: Sony Classical Film & Video.

Movie

Bikel, Ofra. (Producer). 2009. Close to home [Television series episode]. *Frontline*.

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Retrieved from <http://video.pbs.org/program/979358040>

Darling, C. (2005). *Saints of diminished capacity*. New York: Random House.

Book with 1 author

Darwin, C. (1872). *Origin of the species*. Retrieved from

<http://www.sacred-texts.com/aor/darwin/origins/index.htm>.

E-book

Dinsmoor, R. S., & Odle, T. G. (2008). Mood disorders. *Gale encyclopedia of*

*medicine*. (2006 ed.). Retrieved from

<http://galenet.galegroup.com/servelet/HWRC>

Article retrieved from a reference work from an online database

Global warming (2005). *Columbia electronic encyclopedia*. Retrieved from

<http://www.informationplease.com>

Article retrieved from an online reference work with no author

Gregory, David. (Moderator). (2009, October 25). *Meet the press*. [Audio podcast].

Retrieved from <http://podcast.msnbc.com/audio/podcast/MSNBC-MTP.xml>

Podcast

Harkavy, W. (2005, November 3). Cracking another yegg. *Village Voice*.

Retrieved from <http://villagevoice.com>.

Web site

Harkavy, W. (2005, November 3). Cracking another yegg. *Village Voice*.

Retrieved from <http://search.epnet.com/>

Article (same as above) retrieved from an online database

Mathews, Brian. (2006, August 16). Library orientation [Video file]. Retrieved from

<http://www.youtube.com/watch?v=bsuGtg0KhpM>

You tube

Include the DOI (digital object identifier) in your citation whenever it is provided.

Do not provide references to personal communications, such as letters, emails, interviews, telephone conversations as they are not recoverable. You however may cite them in-text.

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7

Newton, R. (2003). *A reference guide to learning about research*. Hartford, CT: Merganser University Press.

Book 1 author

New exam for doctor of future. (1989, March 15). *The New York Times*, p. B-10.

Newspaper article no author

Poirot, C. (2004, March 17). HIV prevention pill goes beyond 'morning after'. *The Hartford Courant*, pp. F1, F6.

Newspaper article with author

Roath, W. (2004, November 5). Let's get real. [Web log post]. Retrieved from <http://www.salon.com/opinion/letters/2004/11/05/real2/index.html>

Blog post

South, S., Oltmanns, T., & Turkheimer, E. (2005). Interpersonal perception and pathological personality features: consistency across peer groups.

Journal article with DOI. Include the digital object identifier if one is provided.

*Journal of Personality*, 73, 675-692. doi: 10.1111/j.1467-6494.2005.00325

South, S., Oltmanns, T., & Turkheimer, E. (2005). Interpersonal perception and pathological personality features: consistency across peer groups. *Journal of Personality*, 73, 675-692. Retrieved from <http://search.ebscohost.com>

Online journal article with no DOI. Same article as above cited when no DOI is provided.

U.S. Department of Health and Human Services, Centers for Disease Control and Prevention. (2009). *Pregnancy and H1N1 flu*. Retrieved from

<http://www.cdc.gov/Features/PregnantH1N1Flu/>

Corporate or government author

Wayne, S. (2004). Arguments for and against the electoral college. *Encyclopedia britannica online*. Retrieved from <http://search.eb.com>

Article with author from an online encyclopedia

Wexler, A. (1997, June). The hidden addiction: compulsive gambling. *Professional Counselor*. Retrieved from <http://galenet.galegroup.com/servelet/OVRC>

Online journal article (no DOI) from a database

Wheatcroft, G. (2004, June). The tragedy of Tony Blair. *The Atlantic*, 293(3), 56-72.

Print journal article. Full title italicized in upper and lowercase letters. *Italicize the volume number* but not the issue and page numbers.

Capitalize only the first word of a journal article title and subtitle. Do not italicize.

Non routine information is provided in brackets after the title:  
[Podcast]  
[Brochure]  
[Motion picture]  
[CD].

The reference page provides the information necessary for a reader to locate and retrieve any source you cite. Each source you cite in the paper must appear in your reference list; and each entry in the reference must appear in your paper.

A footnote may appear on a separate page after the Reference page, *or* on the bottom of the page to which it corresponds.

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### Footnotes

<sup>1</sup> The heading style recommended by APA consists of 5 possible formatting arrangements. If you are instructed by your professor to use headings, refer to section 3.02 of the *Publication Manual of the APA* for further guidance on this topic.

A **footnote** provides supplemental information or copyright permission information. A content footnote should contain only one idea.

Only include **tables and figures** for crucial data directly related to the content of the article, or when their use more efficiently conveys a large amount of data. Refer to the *Publication Manual* for detailed instructions regarding the inclusion of tables and figures in your manuscript as the topic is beyond the scope of this guide.

