APA Format Research Paper

Your paper should have 10 pages minimum:

1 title page
1 abstract page (to tell the reader what to expect within the paper)
7 pages of content (with a brief conclusion to sum up what your paper was about)
1 reference page (with a minimum of 4 references)

Format:

1) It should have a title page that includes; your name, title of paper, and college.
2) It should have an abstract. This is a one paragraph summary of your paper. It tells the reader what information they can expect to find. This tells the focus of the paper.
3) Research papers are in 12 font size and Time New Roman (usually) and are double spaced with a 1 inch margin, (top, bottom, right, and left). Do not use italics or bold print.
4) Do not use the “Center” or “Justify” feature for spacing within the text.
5) Have a running head in the upper left side of the header and page number such as 1 in the upper right part of the header. Make sure the running head is included on each page.
6) Do not use symbols such as (&), write (and) within the text. This symbol can be used when citing two or more authors within text (Jones & Smith, 2010).
7) Cite where information has come from within the paper and cite using APA format.
8) Do not use tables or list unless there is no other way to give this information. You could do this: “Symptoms of alcohol abuse are; law trouble, health, continuing to drink and loss of family.”
9) If your last page has less than 3 or 4 lines; edit your paper so they fit on the page prior or add to it, to make it at least a ¼ page.
10) Remember it takes 3 sentences or more to make paragraph.
11) Spell out acronyms the first time the reader is presented with it: Mothers Against Drunk Drivers (MADD). Once the reader knows the meaning of the acronym, you can continue the acronym, MADD throughout paper.
12) The reference page should be double spaced and APA format style.
13) Web sites referenced on reference page should look like this:


Retrieved from http://www.cac.psu.edu/jbe/twocont.html

14) Web sites referred to within text should not include: www or the .com, .org or .net.
15) Be sure to remove hyperlink when using website references (right click; then select remove).
16) The references cited in the text and the references on the reference page should match. So if you cite it in your paper, you must have it listed on your reference page.

Content

1) Remember you are the expert. Write the paper as if the reader knows nothing about the topic.

2) Take this approach when outlining your paper:
   A. Tell the reader what you are going to tell them (abstract, introduction)
   B. Tell them what you told them you were going to tell them (main body)
   C. Tell them what you told them (conclusion)

3) Be sure your paper has a focus. Make sure what you have written pertains to the main idea(s) of the paper. You might have to explain this, tell the reader how certain information relates if not obvious.

4) Let the reader know when you have changed topics, you can use these techniques; a) Use a new paragraph when changing topics, and / or b) Use bridging sentences when you change the subject so the reader knows you have moved on to another topic.

5) If you are discussing a treatment model or study, explain it to the reader. Such as; “A study by (Author) (date) suggests that (age of use), (parental substance use), and (frequency of use) are important in treating (alcoholism).” then explain each item (if need be) and explain the process (if need be).

6) The conclusion should not have new information. Only information the reader already has been exposed to should be in the conclusion.

7) Check for missing or duplicated words or phrases.

8) Check punctuation.

9) Check the proper use of plurals and possessives.

10) Cite information used to avoid plagiarism; use your own words as much as possible.

Other tips:

1) Let your paper “cool” for 24 hours. Read it to make sure it says what you want it to say.

2) Also scan each page for formatting issues. Does it look like the example from http://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf

3) Resources to learn proper format and citing information.
   http://owl.english.purdue.edu/owl/resource/560/01/
   http://www.apa.org/
   http://www.apastyle.org

   (You may need to press the ctrl button and click at the same time to activate the link)