

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)

1) Format:

General Information

- 1) 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.
- 2) Do not use the “Center” or “Justify” feature for spacing within the text.
- 3) 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.
- 4) It should have a title page that includes; your name, title of paper, and college.
- 5) 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 using actual facts from the document (no I statements) and tells the focus of the paper.
- 6) The conclusion at the end of the paper states a summary of the main topics / points made in the paper.
- 7) Do not use symbols such as (&), write (and) within the main text. This symbol can be used when citing two or more authors within text (Jones & Smith, 2010).
- 8) No new information should be presented in conclusion (or discussion if you have one).
- 9) If you add a questionnaire or chart, cite it as an addendum (if more than 1; label A, B, etc.) and add to end of paper. So, state in paper ... “please refer to the chart / questionnaire in appendix A”.
- 10) 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.”
- 11) 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.
- 12) Remember it takes 3 sentences or more to make paragraph.
- 13) 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.

Citing Information

1) Cite where information has come from within the paper when it appears in the paper (especially when using quotes) using APA format. Do not put them all at the end of the paragraph unless the entire paragraph is from that/those authors.

2) Check how to cite in text.

If you add page number (Author, Year, p. ##)

Without page number (Author, Year)

3) If you cite a study, author or quote from a book or article other than the author of the book / article you are using, look at the reference page and find the reference information to cite the original author (referred to as double citing).

So, if you are reading a book by Jane Jones and state in your paper...Joe Smith states that "Alcoholism is bad." (Jones, 2009)... that is incorrect. Look at the reference page of the Jones resource to find the original article / book by Smith & cite Smith in text and on reference page.

4) If the reference information is not available on the embedded source (Smith), avoid citing or use of direct quotes from that author (Smith).

5) If you cite the Diagnostic Statistical Manual, cite it in text and on reference page. Check the APA web site to see how to document or the Additional Class Resources link on faculty web page.

6) Cite author of web page (in text and reference page) not title of document (if you know author) ie Lily or Alcoholics Anonymous.

7) Web sites referenced on reference page should look like this:

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, 8. Retrieved from <http://www.cac.psu.edu/jbe/twocont.html>

8) Look how to cite personal interview in text and on reference page.

9) The reference page should be double spaced and APA format style.

10) The references cited in the text and the references page should match. So if you cite it in your paper, you must have it listed on your reference page and if on reference page it must be in document.

11) Web sites referred to within text **should not** include: www or the .com, .org or .net.

12) Be sure to remove hyperlink when using website references (right click; then select remove) in text and on reference page.

13) Avoid starting a sentence using a numeral; spell it out (Twenty percent not 20%).

2) Content Information

- 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 / transitional sentences when you change the subject so the reader knows you have moved on to another topic if you do not use section heads.
- 5) Break very long paragraphs into shorter ones by topic or enumeration (first....., secondly,....lastly).
- 6) Your paper's tone should be seamless; reader should not know you switched resources.
- 7) 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), and (frequency of use) are important in treating (alcoholism)." then explain each item (if need be) and explain the process (if need be).
- 8) The conclusion (or discussion if you have one) **should not** have new information.
- 9) Your discussion section (if you have one) should contain pertinent information related to topics discussed in paper and can be a way to "bring life" to the facts in your paper. Usually contains anecdotal information and is the only time "I" statements are appropriate.
- 10) Check for missing or duplicated words or phrases.
- 11) Check punctuation.
- 12) Check the proper use of plurals and possessives.
- 13) Cite information used to avoid plagiarism; use your own words as much as possible.

3) 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>