GENERAL GUIDELINES

- 1 inch margins
- Double spaced
- Clear readable font
  - usually 12 pt. Times New Roman
- Running Head
SECTIONS OF PAPER

- TITLE PAGE
- ABSTRACT
- BODY
- REFERENCES
Title of Paper
Name of student
Institutional Affiliation
Running Head
- Flush left – shortened version of paper title
- Flush right – Page # (1) for title page
Sample APA Title Page (Mirano)

Running head: CAN MEDICATION CURE OBESITY IN CHILDREN? 1

Can Medication Cure Obesity in Children?
A Review of the Literature
Luisa Mirano
Northwest-Shoals Community College

Author Note
This paper was prepared for Psychology 108, Section B, taught by Professor Kang.

Marginal annotations indicate APA-style formatting and effective writing.

ABSTRACT

- Brief summary of the paper
- On a page by itself
- Double spaced
BODY

- Parenthetical citations
  - Summaries, paraphrasing, and direct quotes
- In-text citations
  - Use direct quotations sparingly
    - They should be used to make a point
    - According to
  - Paraphrasing
    - Put the authors' words in your own words
- Authors
  - According to Smith (2013)
  - Smith and Smith (2013)
  - .... (Smith & Smith, 2013, p. 1)
  - Three – 5 .... Smith, Smith, Smith, Smith and Smith
    - The first time (after that it would be Smith et. al (2013)
  - 6 or more authors Smith et. al.
  - Unknown author – use the title of the work or in parenthetical give the first word or two of the title (longer works like books, reports are in italics and shorter works articles and chapters are in quotation marks)
  - Organizations – use the name of the organization or agency
Unknown date
  • Use n.d.

No Page numbers
  • With numbered paragraphs use para.
  • You could also use the headings for a section (electronic sources)
    • EX: (Controlled Substances section, para. 2)
REFERENCE

- A separate page
- Center reference on page 1 inch from top
- Double space throughout
- Use a hanging indent
- Should be alphabetized
  - Last Name, First Initial
- Library Databases do not need to be listed
  - Use the DOI if it is available
  - Use Retrieved from and website of journal (will need to search for it online)
REFERENCE CONT...

- **Books**
  - Title should be in italics
  - Only the first word and the first word after a colon should be capitalized

- **Journals**
  - Title should be in italics
  - Use capitalization as you would normally
  - Journal articles use just the year (2013)
    - Articles from a magazine should include year, month (2013, September)
    - Newspapers should have year, month, day (2013, September 21)
    - Use the DOI if it is available

- **Articles**
  - Only the first word and the first word after a colon will be capitalized

- **Publication Information**
  - Only the first word and the first word after a colon will be capitalized
CONCLUSIONS

- Questions
- For further help
  - Hacker Manual
  - APA Style Manual
  - https://owl.english.purdue.edu/
  - http://blog.apastyle.org/
  - See a librarian
  - Make an appointment with the writing center