Include a running header (a short title of your paper) only on the title page

Type as: Running head: TITLE IN ALL CAPS

All additional pages should just have the short title without the phrase Running head

Include a page number on every page

Center the title

The long title of your paper should include the main idea and scope of your paper

The title should be typed in 12 point Times font

Do not bold, underline, or italicize the title

How to Format a Formal Research Paper Using

the APA Citation Style

Jane Student

State University

Center and double space your name and the name of your college, university, or institution

Education 432

Professor Haberdasher

March 15, 2010

Center and double space the course title and number, the instructor, and the date

Start your
abstract on
page 2

Center the
word
Abstract

Do not
indent the
1st line of
your
Abstract

It should be
written in
block
format

Abstract

Some assignments will call for an abstract. An abstract is a summary of your

paper. An abstract should be short and concise but include the topic of your

paper, the main points you are writing about, and the conclusions you reach.

Include a brief sentence summary for all sections of your paper. An abstract is

typically 150-250 words long.

How to Format a Formal Research Paper Using the APA Citation Style

After your title, begin your paper with your introduction. Do not use the word Introduction as a heading. It is understood that the opening paragraph of your paper is your introduction. The APA suggests the following set up for an introduction: Introduce the problem, explore the importance of the problem, describe relevant scholarship, and explain your approach to solving the problem. This may vary depending on your assignment.

The Body of your Paper

After you write the introduction, you will develop the body of the paper. In a formal psychology paper documenting an experiment, the standard structure for an experiment is: Method, Results, Discussion. Each of these sections would use a heading to guide the reader through the paper. The paper ends with References, Footnotes, Appendices and Supplemental Materials[1]. Consult the Publication Manual of the American Psychological Association 6th edition for further guidelines.

For Papers Other than Original Psychology Experiments

If you are using the APA format to write a formal paper but are not writing up a psychology experiment, use descriptive headings to describe the various sections of your paper. The paper ends with References. You can include Footnotes, Appendices, and Supplemental Materials if appropriate (see Footnote 1). The body of your paper will largely be determined by the assignment you are working on. Use your college writing center for help with

developing the body of your paper after you have written your first rough draft.

How to Cite Sources in Your Paper

Any time you use outside research (newspapers, magazines, books, websites) you must cite your source. The APA requires you to include a brief citation in the body of your paper (called an in text citation). This gives your reader enough information to find the full citation located on your References page at the end of your paper. Consult an APA style guide to see the proper format for including in-text citations.

Block Quotations

In-Text direct quote example

Here is an example of an in text citation:

in text citations are relatively short. They usually are no more than three or

(p. 54). If you have a quotation that is longer than 40 words than you must use a block quotation.

Block Quote example

Robert Monge (2009) points out:

> The block quote is used for direct quotations that are longer than 40 words. The block format is a freestanding quote. This means you do not include quotation marks. Instead, you introduce the block quote on a new line using the author and year. Use a colon to set up the quote. Indent your entire quote ½ inch or 5-7 spaces. Include the page number at the end of your block quote outside of the ending period. (p. 55)

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Footnotes

[1] Content footnotes are used to provide additional information about a

point of discussion in your paper. Copyright permission footnotes are used to

cite long sets of data, studies, tests, tables that have been reprinted or adapted.

Footnotes should uses consecutive superscripted numbers in text with

corresponding entries on a separate Footnote page after the References page.

Appendix

    An Appendix is used to include materials that are brief and can be presented in a print format. It can include lists, tables, photographs, charts, graphs, and other information used to illustrate the main points in your body paragraphs.

    Use parenthesis to point your reader to an appendix (See Appendix for complete chart). If you only have more than one appendix, label your Appendices: Appendix A, Appendix B, Appendix C, etc.)

Appendices appear after your reference page and after your Footnote page (if you have any).

Center the word Appendix

All other style rules apply

If you have more than one appendix, each appendix will appear on a new page