RUNNING HEAD: Yes, it will say, "Running head: . . . .", but only on the first page. Use an abbreviated form of the title (not exceeding 50 characters, which will include spaces). The abbreviated title is in capital letters. This will appear in the top left corner—1 inch from the left margin and ½ inch from the top. The all-caps title will appear on all subsequent pages in the top left-hand corner.

1 in. Margin. All written material is within 1in. margins around all sides of the page, on every page. Only the header is outside the 1 in. margin.

PAGE NUMBERS: A page number will appear on every page in the top right corner of every page—1 inch from the right margin and ½ inch from the top.

1 inch-left margin

1 inch-right margin

Sample APA Paper for Students Learning APA Style

Your Name

The Name of the Course

Your Instructor's Name

The Date

Essay title. Try to keep it under 12 words in length and avoid using abbreviations

NOTE: Information that is required varies from class to class – consult your instructor for which details are required. This information is centered (left to right), double spaced, and can start in the upper half of the page

Please keep in mind paper should be one-sided.

Sample APA Paper for Students Learning APA Style *(Essay title)*

The introduction is the first part of your paper. Use the title of your paper (on the title page) for this section. Introduce the problem and explain the importance of it. This part of your paper develops the background, and states the purpose and rationale of the paper, and answers the question, "What is the point of this paper?" Section 2.05 of the Publication Manual of the American Psychological Association (APA Publication Manual) will give you more information on writing your introduction. At the end of your introduction include a sentence stating the purpose of your paper (your thesis statement).

## **This Paper is Only a Guide** *(Level 1 heading)*

Use this paper as a guide only; if anything in this paper is different from the instructions provided by your instructor, always do as your instructor asks. If in doubt, ask your instructor. For more help on writing and formatting your paper, go to Writing in College: A Short Guide to College Writing, at http://writing-program.uchicago.edu/resources/collegewriting/. This website provides information on every aspect of college writing. We also carry many books in the library that will help in your writing.

## **Basic APA Format** *(Level 1 heading)*

Your APA paper should: have the title page; be double-spaced on every page; have 2.54 cm (1 inch) wide margins on all four sides—top, bottom, left, and right; have one space after each comma, semicolon, and colon; two spaces after sentence periods; and have headings if it is more than a few pages in length (check with your instructor for details of your assignment)..

## **The Body of Your Paper** *(Level 1 heading)*

The middle part of your paper is where you make the main points of your argument. The points you want to make may be clear to you, but that is not always the case for the reader. Using

paragraphs and headings will help to organize your paper and make it for a reader to understand your written ideas (Audi, 1999).

**Paragraphs** *(Level 2 heading)*

Paragraphs help you change from one idea to another in your paper. Aim to make one point or present one piece of information in each paragraph. It is recommended that you "break the document into short . . . paragraphs to make it easier to read" (Kennedy, 2004, p. 23).

**Headings** *(Level 2 heading)*

Headings organize the hierarchy of ideas in your paper and give your reader visual cues about the importance of the information that is to follow. You can have one or more levels of headings in your paper; all ideas of equal importance will have the same level of heading. The longer your paper, the more levels of headings you will have. For a detailed explanation of headings see section 3.03 of the APA Publication Manual. Follow up with grading rubric, assignment description in your syllabus, and your instructor instructions on how many levels of heading you need to use for your assignment.

## **Referencing Research Material** *(Level 1 heading)*

A major component in any academic paper is the citation of information that you incorporated into your essay from materials found in the research process. Failure to give recognition to that source material is plagiarism. Heffernan, Lincoln, and Atwill (2001) state that:

> Plagiarism occurs if you are presenting the words or thoughts of another writer as if they were your own. When you submit a paper that is wholly or partly plagiarized, you are taking credit— . . . —for work done by someone else. This is fundamentally dishonest and therefore wrong. (p. 571)

If you are caught plagiarizing, the academic consequences could include failure of your class, or expulsion from your program or institution. Example of a block quotation—see section 6.03 (p.171)

You will need to cite information when you (a) quote (use another source word-for-word), (b) paraphrase another person's ideas or words, and (c) employ a little known fact or idea that is not common knowledge (Citing Information, n.d.). Even though you use your own words when paraphrasing, the concepts are still borrowed and require citation.

**Citing Sources** *(Level 2 heading)*

There are two major components required in order to avoid charges of plagiarism. The two things required are an in-text citation and a reference page citation. You are required to provide both pieces of data when you paraphrase or quote other writer's ideas or words.

*Level 3 heading* **In-text citation.** The in-text citation is a visual cue that accompanies borrowed words and ideas. Immediately following the paraphrase or quote, include: the author's surname, the source's copyright date, and the page number from which the information was taken in parenthesis. This cue informs your reader that information was borrowed, and they—your reader—can refer to the reference page for detailed bibliographic information on the source. Page numbers are not necessary when paraphrasing, but they are still recommended.

*Level 3 heading* **Reference page citation.** Immediately following the text of your essay, you will have your reference page. The reference page includes detailed bibliographic information about material that allows readers to verify information for themselves.

**Conclusion** *(Level 1 heading)*

A conclusion adds order and emphasis to your paper; it should pull the different parts of the paper together, emphasizes important points, and demonstrates the possibilities for future

exploration of your topic. Although the conclusion should include a restatement of your thesis, it should not simply restate the points you made in your paper; the conclusion should add to the reader's understanding of the issues as well as clarify your argument.

References *(Section title)*

References American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author. *(book)*

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