

A Guide for Writing Research Papers based on Styles Recommended by The American Psychological Association

The purpose of this document is to provide a common core of elements of APA style that all members of an academic department can adopt as minimal standards for any assignment that specifies APA style. This Web document is itself not a model of APA style. For an example of a complete article formatted according to APA style, go to <http://www.vanguard.edu/uploadedfiles/faculty/ddegetman/prayer.pdf>. For an example of an undergraduate research proposal, go to <http://www.vanguard.edu/uploadedfiles/faculty/ddegetman/psychproposal.pdf>. To download a Microsoft Word template of an APA-style paper, go to <http://www.vanguard.edu/emplibary/files/psychapa.doc>.

I. General Document Guidelines

- A. **Margins:** One inch on all sides (top, bottom, left, right)
- B. **Font Size and Type:** 12-pt. font (Times Roman or Courier are acceptable typefaces)
- C. **Spacing:** Double-space throughout the paper, including the title page, abstract, body of the document, references, appendices, footnotes, tables, and figure captions.
- D. **Alignment:** Flush left (creating uneven right margin)
- E. **Paragraph Indentation:** 5-7 spaces
- F. **Page Number:** The page number appears one inch from the right edge of the paper on the first line of every page (except **Figures**), beginning with the title page.
- G. **Manuscript Page Header:** The first two or three words of the paper title appear five spaces to the left of the page number on every page (except **Figures**), beginning with the title page. Manuscript page headers are used to identify manuscript pages during the editorial process. Using most word processors, the manuscript page header and page number can be inserted into a header, which then automatically appears on all pages.
- H. **Active voice:** As a general rule, use the active voice rather than the passive voice. For example, use "We predicted that ..." rather than "It was predicted that ..."
- I. **Order of Pages:** Title Page, Abstract, Body, References, Appendixes, Footnotes, Tables, Figure Captions, Figures

II. Title Page

- A. **Page Number:** The Title Page is page 1.
- B. **Key Elements:** Paper title, author(s), author affiliation(s), and running head.
- C. **Paper Title:** Uppercase and lowercase letters, centered on the page.
- D. **Author(s):** Uppercase and lowercase letters, centered on the line following the title.
- E. **Institutional affiliation:** Uppercase and lowercase letters, centered on the line following the author(s).
- F. **Running head:** The running head is typed flush left (all uppercase) following the words "Running head:" on the line below the manuscript page header. It should not exceed 50 characters, including punctuation and spacing. The running head is a short title that appears at the top of pages of published articles.
- G. **Example of APA-formatted Title Page:**
<http://www.vanguard.edu/psychology/titlepage.pdf>

III. Abstract: The abstract is a one-paragraph, self-contained summary of the most important elements of the paper.

- A. **Page Number:** The abstract begins on a new page (page 2).
- B. **Heading:** Abstract (centered on the first line below the manuscript page header)
- C. **Format:** The abstract (in block format) begins on the line following the Abstract heading. The abstract should not exceed 120 words. All numbers in the abstract (except those beginning a sentence) should be typed as digits rather than words.
- D. **Example of APA-formatted Abstract:**
<http://www.vanguard.edu/psychology/abstract.pdf>

IV. Body

- A. **Page Number:** The body of the paper begins on a new page (page 3). Subsections of the body of the paper do not begin on new pages.

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Anthony S. Fauci



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Table of Contents Guide For Writing Research Papers

1. Understanding the eBook Guide For Writing Research Papers
 - The Rise of Digital Reading Guide For Writing Research Papers
 - Advantages of eBooks Over Traditional Books
2. Identifying Guide For Writing Research Papers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Guide For Writing Research Papers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Guide For Writing Research Papers
 - Personalized Recommendations
 - Guide For Writing Research Papers User Reviews and Ratings
 - Guide For Writing Research Papers and Bestseller Lists

5. Accessing Guide For Writing Research Papers Free and Paid eBooks
 - Guide For Writing Research Papers Public Domain eBooks
 - Guide For Writing Research Papers eBook Subscription Services
 - Guide For Writing Research Papers Budget-Friendly Options
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 - Adjustable Fonts and Text Sizes of Guide For Writing Research Papers
 - Highlighting and Note-Taking Guide For Writing Research Papers
 - Interactive Elements Guide For Writing Research Papers
8. Staying Engaged with Guide For Writing Research Papers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Guide For Writing Research Papers
9. Balancing eBooks and Physical Books Guide For Writing Research Papers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Guide For Writing Research Papers
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Guide For Writing Research Papers
 - Setting Reading Goals Guide For Writing Research Papers
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Guide For Writing Research Papers
 - Fact-Checking eBook Content of Guide For Writing Research Papers
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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