

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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DP Hallahan



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