

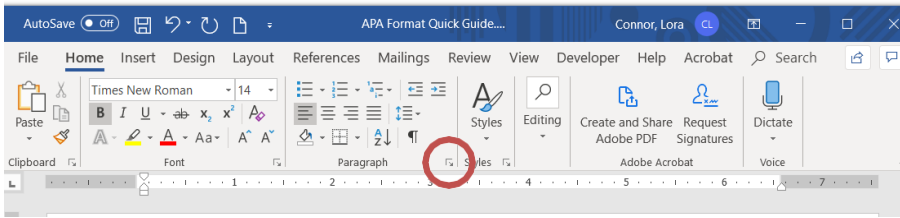
RESEARCH PAPERS: WORD & APA FORMATTING

There is no page limit. Papers are judged on effort and how well each section of the paper follows the following guidelines

APA STYLE

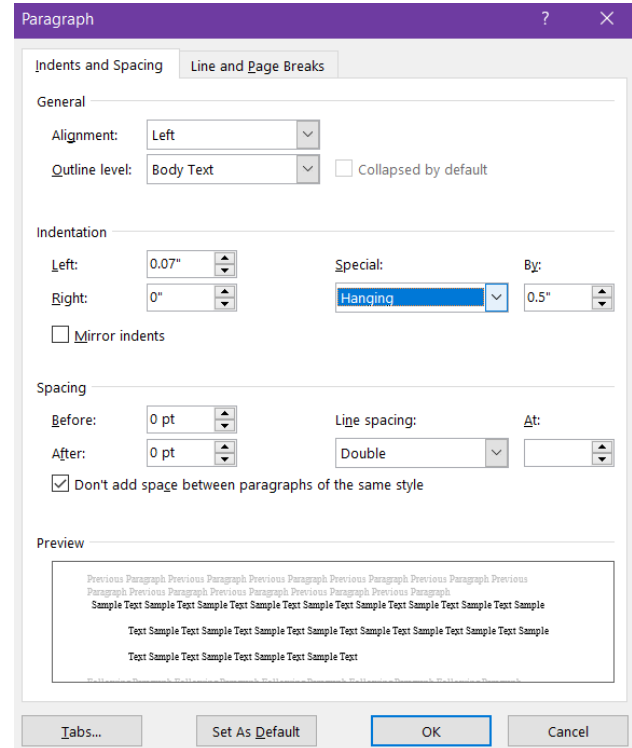
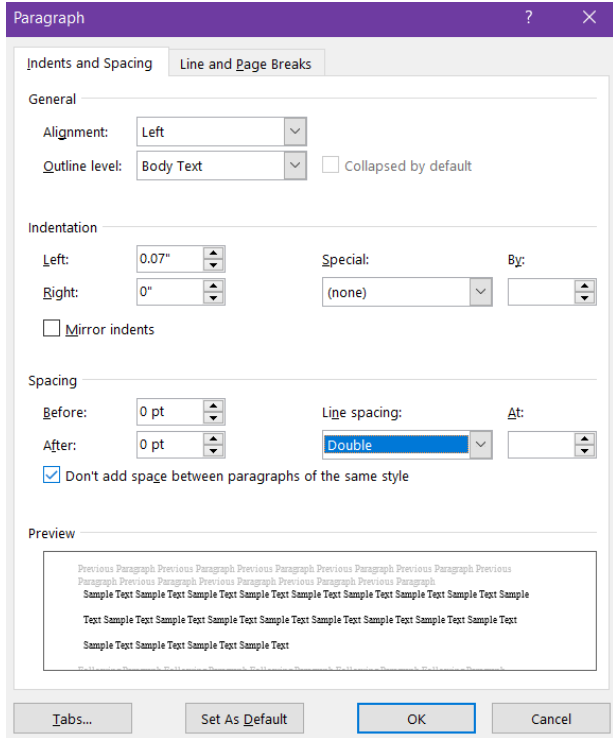
General Settings

- Margins = 1" all sides
- Font & size = times new roman, 12 point
- Spacing = double space, flush left
- Paragraphs = tab indent 0.5"



Adjust spacing: Double spaced, check box to prevent additional spacing between paragraphs with 0 pt before/after lines

Reference Section: Use Hanging indents: first line flush left indented 0.5", leave all other settings the same



Title

- Includes main topic and concepts
- Should include important variables (dv, iv)
- Recommended length = no more than 12 words
- Center, cap first letter each word (called "title case")

Title Page (page 1 of manuscript)

- Center title, place in upper third of page
- Cap first letter of each word in title (called "title case")
- Include author name(s) in format = first, middle initial, last
- Next line state institutional affiliations of each author
- Also includes "author note" but not for a thesis
- Start header on title page and include:
 - Running head (abbreviated title) flush left and page # flush right
 - Running head no more than 50 characters (including spaces)
 - Format = "Running head: ABBREVIATED TITLE ALLCAPS"



- **Header on subsequent pages = leave off the words "Running head:"** and simply include the running head itself (flush left) and page # (flush right)

Abstract (page 2 of manuscript)

- Center and cap the word "abstract"
- ~150-250 words dependent upon journal
- No more than 150 words for a graduate thesis (150 for this class)
- Brief summary of entire paper
- Must include main problem being investigated
- No citations allowed!
- Trick: take 1-2 sentences from each section (intro, methods, results, discussion)
- Never use only the abstract when citing – lots of info missing, can be very misleading and inaccurate
- Write a single paragraph, **no indent**

- Most important and most difficult section to write well

Introduction (page 3 on...)

- Introduces reader to overall problem under investigation
- Provides justification (argument) for why the study needs to be done
- Reviews the research others have done on the same topic
- Includes hypothesis (last paragraph)
- All paragraphs should have minimum of 4 sentences
- APA format: starts with title of paper (technically a 1st level heading, centered, but it is not in bold)

APA Headings

Level	Format
1	Centered, Boldface, Uppercase and Lowercase Headings
2	Left-aligned, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase heading with a period. Begin body text after the period.
4	<i>Indented, boldface, italicized, lowercase heading with a period.</i> Begin body text after the period.
5	<i>Indented, italicized, lowercase heading with a period.</i> Begin body text after the period.

- APA format does not start with the word "Introduction" but a variation of the title from the title page
- 1st paragraph
 - Catchy first sentence, general statement of problem area
 - Last sentence is the ‘thesis statement’: a list what the rest of intro will cover *in order* (this is using parallel structure)
- 2nd – nth paragraphs
 - Argue your point–convince us why your study needs to be done
 - Cover background literature
 - Describe the studies you’re citing in support of your research (e.g., what did they research, how did they research it, and what were the results/outcomes)
 - Optional: Use images/figures
 - Optional: Use subheadings–to organize
 - Subheadings should come in the same order given in last sentence of 1st paragraph (i.e., thesis statement)

Last paragraph

- Might include summary (if intro is long enough)
- Formal statement of thesis with hypothesis(es)—no surprises
- Brief methods

Notes on citations

- Use "and" if non parenthetical; use ampersand ("&") if parenthetical
 - Always use only last names = Lee (1994)
 - 2 authors, always use both names = lucas and lee (2010)
 - 3-5 authors
- example = 1st time in paper = Lee, Miyasato, and Clayton (1998)
- example = use et al. In rest of the paper = Lee et al. (1998)
- 6+ authors, o.k. To start with et al. Even if it's the 1st time
 - 1st non-parenthetical time in a paragraph (but not 1st time in paper) = Lee et al. (1998)
 - 2nd non parenthetical time in same paragraph omit year = lee et al.
 - Every time parenthetical (except first in paper) = Lee et al. (1998)
 - 2 or more citations in same parentheses = put in alphabetical order and separate with a semicolon
 - 2 or more citations, by different author(s), in same parentheses = put in alphabetical order and separate with a semicolon
- example = (Lee & Clayton, 2001; Schlinger et al., 1999; Zahn, 2000)
- 2 or more citations, by same author(s), in same parentheses = put in ascending chronological order and separate with a comma (in press goes last)
- example = (Lee & Clayton, 2001, 2002, in press)
- 2 or more citations, by same author(s), in the same year, in same parentheses = use "a", "b", "c" – these will appear in reference section in alphabetical order by title of paper
- example = (Lee & Clayton, 2001a, 2001b, 2001c)

Methods

- Continues from intro (i.e. Do not insert a page break)
- Starts with 1st level heading "Methods" (centered, bold)
- Detailed description of how study was (or will be) conducted
- A "recipe" specific enough for reader to duplicate study
- Use subheadings

- Participants
 - number and selection process
 - major demographics (sex, age, race, ethnicity, education, ses...)
 - agreements and/or payments to participants
- Materials or Measures
 - all physical aspects of study (everything used)
 - if a measure/questionnaire, copy must be included in appendix
 - consider a picture/image!
- Procedure
 - details of what actually happens usually in chronological order

Results ("Statistics" in Research Proposal Paper)

- **Statistics**
 - lists stats you will use to test each hypothesis
- In the Research Proposal Paper there are no research results yet since you have not conducted your research study yet.
- Statistical reporting of data
- Report stats on each hypothesis in the same order as presented at end of the intro section
- Additional analyses may be included if results warranted
- Include tables & figures (graphs & images) to give additional info

Discussion (becomes "Possible Outcomes" in Research Proposal Paper)

- Reviews and interprets results in context (No results discussed in Research Proposal, so this section can be called "Possible Outcomes")
- Includes no statistics!
- States whether results supported or refuted hypotheses
- Discusses results relative to other research in intro section
- Reviews weaknesses in study and offers alternative explanations
- Ends with implications for future work

Possible Outcomes (becomes "Discussion" in Final Paper)

- discusses potential outcomes of study per hypothesis
- can include graphs of what supportive data *might* look like
- first potential outcome supports hypothesis

- other outcomes do not so you have to offer plausible explanations

References (start on new page)

- Consult APA manual often!!!
- Alphabetical list of all articles cited in entire paper
- Note: "citations" go in body of text, "references" go in reference section
- Provides others with your sources of info
- Must be in precise APA format (then later in thesis format)
- Use digital object identifiers (dois) if given (no period)
- If no DOI use uniform resource locators (urls) of journal, newsletter, or magazine using format: Retrieved from <http://www.xxxxxxxx> (no period)
- No need to include "Retrieved from..." if using a large database such as EBSCO
- Basic format issues:
 - start on new page, center "References" at top as heading
 - use hanging indents (at 0.5") NOT carriage returns!!!!
 - more than 7 authors = Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G., ... Botros, N. (2004).
 - no first names of authors
 - no abbreviations other than initials of names
 - no caps in title of articles (other than first word of title or word after colon)
 - cap first letter of first word after colon (even if the original paper did not)
 - commas between all author names even if there are only 2
 - cap first letter of all words in journal name (except "of", "and", etc.)
 - cap only the first letter of the first word in book title
 - name of journal and volume italicized, issue is not name of book italicized
 - use an ampersand ("&") for the word "and" in reference section

Appendices (start on new page)

- If needed..., and they might be for thesis
- Includes lengthy items not in other sections (e.g., questionnaires)
- All figures and tables in thesis (if chosen)