Title of Paper

Student’s Name

School Name

Title of Paper

This handout is an introduction to constructing a paper in APA format. To start, there is a cover page used at the beginning of the paper. The cover page in APA is page one. On that page is a “Running head” in the top left corner. There, insert a shortened version of the paper title in all caps on the left after the words “running head” and align the page numbers on the right. You can do this by going to “Insert” and “Page Number” (pick Plain Style 3). Notice the header is different after the cover page; you need the shortened version of your title in the header on the rest of the pages, but “Running head” only goes on the cover page. To fix this, when inserting the header, double click the header space and under the “Design” tab, click on “Different first page.” Then, set the cover page running head, and click on the header on page two to set the rest of the headers for the final pages. After closing the header, go to the cover page and click on “Center” alignment. Then, enter down to the halfway mark of the cover page. In the middle of the page, write your title, name, and the name of your school. Type these on separate, double-spaced lines. Your paper should have a title that is not italicized, in bold font, or in quotation marks. It should be a title that gives readers a clear indication of the main topic or theme of the paper. Additionally, some instructors will require an APA abstract (a one paragraph summary [double spaced and without the first line indented] of the main ideas of the essay and research) on page two, with the paper starting on three. It needs a centered title - "Abstract”. If no abstract is required, repeat the paper title at the top of page two and start typing the essay paragraphs, much like what you see above. Notice all paragraph lines are double-spaced and written in Times New Roman size 12 font. All margins should be one inch. One unique thing about APA is including two spaces after end-of-sentence punctuation. Once done, staple the pages or save the paper as a .doc file for submission. The paper’s pages should look like this handout!

**Composing the Body Paragraphs**

Furthermore, for paragraphs in APA essays, some instructors require headings, like the one above. Headings help to organize paragraphs. Center headings in bold font with capitalized words like a title (every major word is capitalized). For each new paragraph, hit “Tab” to indent the first line .5 inch.

Formatting pages is only one part of APA requirements to consider. When citing information in a paragraph (i.e. to support an idea or claim made in your thesis with evidence from a research source), you also need to include what APA calls *in-text citations.* In-text citations come in a number of different forms, but there are some basic features and types used most often. With APA, the currency (or date) is the focus rather than the author (like in MLA), so when setting up citations, the important things are the publication year, the author’s name, and the page number. In APA the author’s name typically goes two places: 1) in the sentence with a signal phrase, or 2) in the citation at the end of the quote or paraphrase that you have included. A signal phrase is an action verb that indicates how the author makes information clear. For example, a signal phrase could be “says,” “expresses,” “states,” “suggests,” etc. If you use the author’s name in the sentence, then put the date of the publication right after the name: Smith (2001) says. Then, you only need the page number in the citation: (p. 23). If you don’t use the author’s name in the sentence, put the name and the year as close as possible to the text being quoted, paraphrased, or summarized like this: According to research (Smith, 2001),“Quote” (p. 23). Alternatively, you can put the information in the citation: “Quote” (Smith, 2001, p.23). If there is no author name, use the title of the source before the year (instead of the author’s name) with the page number at the end in parenthesis. Note in those examples, the in-text citation goes inside the final period of the sentence.

So, what requires APA in-text citations? The answer – quotations, paraphrases, and summaries. Anytime you insert or format a quote (i.e. a short quote, block quote, etc.), a paraphrase, or a summary, APA encourages citing where you found the information. Remember, citations tell readers what sources to look for on the reference page, so the more correct that trail, the better. Here is an example of an APA cited quote: According to the *Purdue Owl’s* “APA Formatting and Style Guide,” APA format “is most commonly used to cite sources within the social sciences” (Paiz et al., 2016, para. 1). There are many APA rules, so be sure to check with the instructor or a style guide for more information. This paper demonstrates APA formatting, as does the following reference page. Good luck with APA format!

References

For other types of sources, you will want to rely on an APA style and formatting guide, your instructor’s preferences, or another website perhaps like the *Purdue Owl*.

Here is an example of a work from a website:

Paiz, J., Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., … Keck, R. (2016). APA formatting and style guide. *Purdue online writing lab (OWL)*. Retrieved 23 Feb, 2016 from https://owl.english.purdue.edu/owl/resource/560/01

Here is an example of a citation for a nursing article from a scholarly journal:

Christiano, C. (2011). Nursing and social media 101. *Beginnings (American Holistic Nurses' Association)*, *31*(4), 4-6.

Here is an example of a citation for a textbook:

Giddens, A., Duneier, M., Appelbaum, R., & Carr, D. (2016). *Introduction to sociology* (10th ed.)*.* New York, N.Y.: W. W. Norton & Company.

Here is an example of a citation for a work from a textbook:

Giddens, A., Duneier, M., Appelbaum, R., & Carr, D. (2016). What is sociology? *Introduction to sociology* (10th ed.)*.* (pp. 3-28). New York, N.Y.: W. W. Norton & Company.

Notice that for this final page in APA format, your margins, double spacing, header, and font stay the same. This page is also titled “References”. While many different types of sources require different formatting for the citations, notice what stays the same is that the first line of each citation is the only one not indented. Anytime a citation goes over line one, all the lines after the first are indented. To do this, click in front of the lines you want to indent. Go to the paragraph settings button and click on “Special,” then choose “hanging.” Each citation entered on the page needs to be listed in alphabetical order. Also, this page is always the very last page of your essay. The newest *Norton Field Guide to Writing* (fourth edition) and the *Purdue Owl* were used for updated APA rules.