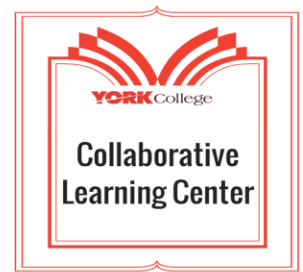


APA Quick Guide

Note: This document should only be used as a reference and should not replace assignment guidelines.



Page numbers below refer to the APA Manual 6th edition, 2nd printing.

Title Page (pp. 23, 41)

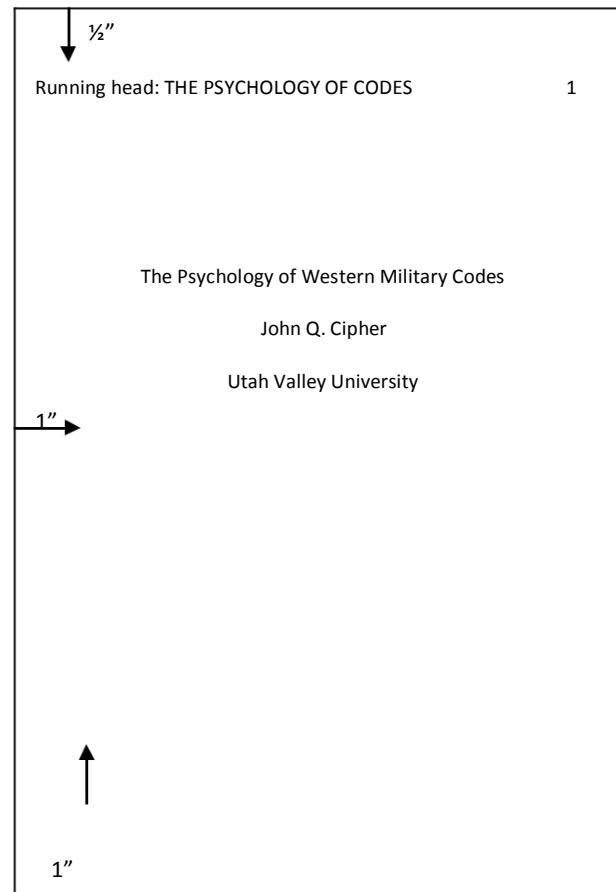
The entire manuscript, including the title page, should be double-spaced, use 12-point Times New Roman font, and have 1-inch margins.

Running head: The running head is an abbreviated title of 50 characters or less that appears in the top left header of every page. The words "Running head:" appear only on the title page.

In-text Citations (pp. 174-179)

APA includes the authors' last names and the year of publication each time a source is mentioned in the text; in cases of direct quotation, also include the page number.

This chart shows how to format in-text citations based on the number and type of author. See next page for examples.



Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Green (2010)	Green (2010)	(Green, 2010)	(Green, 2010)
One work by two authors	Green and Allen (2009)	Green and Allen (2009)	(Green & Allen, 2009)	(Green & Allen, 2009)
One work by three- five authors	Weaver, Baker, Smith, Bacon, and Nile (2007)	Weaver et al. (2007)	(Weaver, Baker, Smith, Bacon, & Nile, 2007)	(Weaver et al., 2007)
One work by six or more authors	Marks et al. (2001)	Marks et al. (2001)	(Marks et al., 2001)	(Marks et al., 2001)
Groups (readily identified through abbreviation) as authors	National Institute of Mental Health (NIMH, 2009)	NIMH (2009)	(National Institute of Mental Health [NIMH], 2009)	(NIMH, 2009)
Groups (no abbreviation) as authors	University of Kentucky (2006)	University of Kentucky (2006)	(University of Kentucky, 2006)	(University of Kentucky, 2006)

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In-text Citations (pp. 174-179)

Refer to the chart on the previous page for how to format in-text citations.

- Work by one author, first citation: (See A)
- Work by two authors, parenthetical, first citation: (See F)
- Work by four authors, parenthetical, subsequent citation: (See C)

If neither year nor page number is included, use the author's name, n.d., n.p. (Powers, n.d., n.p.).

Block Quotations (p. 92)

Quotations that are 40 words or longer need to be set apart in a block. Block quotes should be double spaced and indented ½-inch from the left margin. Quotation marks are not used to enclose block quotations, and the final punctuation is placed before the in-text citation. Use double quotation marks for quotes inside a block quote. (See B)

	THE PSYCHOLOGY OF CODES	6
	Since the information unveiled was so critical, the cryptanalysts literally saved the day.	
D	Victorian England	
	Some historians believe that Western dominance in military codes evolved out of courtship patterns in Victorian England, where strict parents made it hard for lovers to communicate with each other. According to Wilson (1987), "Lovers would have to invent their own ciphers, which they used to publish notes in newspapers" (p. 9).	
E	Charles Babbage's Contribution	
	Charles Babbage loved to read the paper and to try to solve the codes. Once, he saw a message from a student inviting his girlfriend to elope. Babbage wrote in their code and advised them not to act so rashly. The girl soon wrote and asked her boyfriend not to write again because their code had been discovered (as cited in Frank & Frank, 2001).	
F	Considering Babbage's contribution to the development of the	

	THE PSYCHOLOGY OF CODES	3
	The Psychology of Western Military Codes	
	Throughout world history, military codes have been used by nearly all civilizations. Several historians concur that the allies' ability to decipher the enemy's code gave them the upper hand in WWII, eventually resulting in their victory.	
	American historian Powers (2001) wrote the following:	A
	The American ability to read Japanese cables, code-named "Magic," was one of the small advantages that helped the Allies win time and then the war. Another advantage was the British ability to read the German military communications enciphered with the Enigma machine, code-named "Ultra." (p. 2)	B
	If it had not been for "this secret coding, perhaps the outcome of the second World War would have been different" (Asay et al., 1978, p. 345).	C

Headings (p. 62)

Headings help you organize the text for readers. The levels of headings are all the same font size, arranged as follows:

Level 1: **Centered, Boldface, Uppercase and Lowercase Heading** (See D)

Level 2: **Flush Left, Boldface, Uppercase and Lowercase Heading** (See E)

Level 3: **Indented, boldface, lowercase paragraph heading ending with a period.**

*This sample uses 2 levels.

Citing Secondary Sources (p. 178)

To cite information that your source has taken from another source, put the original author of the information in the text and write "as cited in" in your in-text citation, followed by the author, date, and page number (if it is a direct quotation) of the work where the material was found. (See F)

PROVIDE A "RUNNING HEAD" OR SHORT TITLE OF YOUR PAPER IN ALL CAPS FOR EACH PAGE OF THE PAPER

Each page is numbered starting with the title page.

Running head: WRITING RESEARCH PAPERS

1

The recommended typeface is Times New Roman with a 12 point font size.

The title of your paper is centered and positioned in the upper half of the page. It should be no longer than 12 words.

A Guide for Writing APA Style Research Papers

Susan B. Smith

Student's name: first, middle initial, last.

Capital Community College

Institutional affiliation

The running head or short title

WRITING RESEARCH PAPERS

An abstract is a brief comprehensive summary of the paper between 150 and 250 words. Do not add to or comment on the body of the work here. It provides the reader with a brief overview of the article.

Page number

2

Abstract

Type the abstract in block format, one paragraph, no indentations and double spaced.

This paper is a guide to writing a general paper in according to the Publication Manual of the American Psychological Association. The guide instructs a user on how to format a paper in APA style, illustrating structure, style and content, as well as presenting detailed examples of references cited, including print examples of books, magazine articles and reference works. Additional examples are provided for electronic versions of the above.

Keywords: APA, research papers, format, style guide

Check with your instructor to see if an abstract and/or keywords are required elements of your paper.

Page 3 begins the body of the paper.

Running head on every page

1 inch margin

WRITING RESEARCH PAPERS

3

A Guide for Writing APA Style Research Papers

Type and center the title of the paper on this page. Do not bold or underline.

There are several different types of articles appropriate for publication in the APA or American Psychological Association style. These include reports of empirical studies, literature reviews, theoretical articles, methodological articles, and case studies. Each of these types of articles follows a proscribed format. Refer to the Publication Manual of the American Psychological Association, 6th edition for the most up to date and comprehensive details of setting up your manuscript. This paper will serve as a general guide only, and as always, your instructor has the final word on the format and style required for the assigned paper.

1 inch margins on all sides

1 inch margins on all sides. Leave right side ragged and do not hyphenate words.

Level 1 Heading

Method

A research paper presents the results of your investigations on a selected topic. Based on your own thoughts and the facts and ideas you have gathered from a variety of sources, a research paper is a creation that is uniquely yours. The experience of gathering, interpreting, and documenting information, developing and organizing ideas and conclusions, and communicating them clearly will prove to be an important and satisfying part of your education. Generally, the formatting of citations recommended below is based on the American Psychological Association guidelines. Your instructor may require another format. It is important to follow consistently and accurately a recommended format that is clear and concise and that has been approved by your teacher. This guide may suffice for most students' needs for most academic purposes, but for advanced research projects it is by no means a substitute for the *Publication Manual*

The heading style recommended by APA consists of 5 possible formatting arrangements. Check with your instructor and/or the APA Manual section 3.02 for further guidance regarding headings.

2 spaces after a punctuation mark helps the reader.

1 inch margin

APA Style

Arrange entries in alphabetical order by the author's last name, or if no author, by the 1st word in the citation.

Include page number in upper right corner

WRITING A RESEARCH PAPER

6

Use Times New Roman 12 point font.

References

Darling, C. (2008). *Saints of diminished capacity*. New York: Random House.

Book with 1 author

Language (2009). In *Columbia electronic encyclopedia*. Retrieved September 18, 2012, from <http://www.informationplease.com>

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Harkavy, W. (2010, November 3). Educational writings. *Village Voice*.

Web site

Retrieved September 8, 2012 from <http://villagevoice.com>

Newton, R. (2011). *A reference guide to learning about research*. Hartford, CT: Merganser University Press.

Book 1 author

Include the DOI (digital object identifier) in your citation whenever it is

South, S., Oltmanns, T., & Turkheimer, E. (2009). Interpersonal communication across peer groups. *Journal of Communication*, 73, (2) 675-692.
doi: 10.1111/j.1467-6494.2005.00325

Online journal article with DOI.

Capitalize only the first word of a journal article title and subtitle. Do not italicize.

South, S., Oltmanns, T., & Turkheimer, E. (2009). Interpersonal communication across peer groups. *Journal of Communication*, 73, (2) 675-692. Retrieved from <http://search.ebscohost.com>

Online journal article from a database with no DOI. (Same article as above when no DOI is provided).

Wheatcroft, G. (2008, June). The challenge of education. *The Atlantic*, 293(3), 56-72.

Print journal article. Full title italicized in upper and lowercase letters. *Italicize the volume number* but not the issue and page numbers.

The reference page provides the information necessary for a reader to locate and retrieve any source you cite. Each source you cite in the paper must appear in your reference list.