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APA Format: Style and Organization

Cover Page:

A cover page is usually required for APA papers. Even if a professor does not ask for a cover page, adding one gives your paper a neat, professional appearance that can't hurt when it comes time for grading. The page should look something like this:

The Title of Your Paper

Your Name

The Name of Your University

This information should be the same font and size as the rest of your paper. It should be centered and double-spaced in the middle of the page. Some professors ask that you include the submission date and the class name. Note: no underlines, *no italics*, **no bolding**, and **NO CAPS LOCK**. Also, the latest rules for APA state that you should number your cover page the same as the rest of your paper...

Page Numbers:

All pages should be numbered in the upper right corner, just like in MLA Format. APA requires a piece of your title to accompany the number instead of your last name. If your paper is "The Long Term Outcomes of Inductive Discipline" you may number your pages with "Inductive Discipline 1" etc.

Style:

The social sciences use and produce a lot of literature in order to make the latest information available to all who are interested. When writing in APA it is helpful to remember that this format was created specifically to ease the process of submission and publication in academic journals. Your purpose for writing a social science paper is to communicate information effectively and efficiently. Because of this, much of the art in the writing is lost. APA writing need not be "flowery" or over-done. Some detailed description and elaboration can be necessary and useful, but when writing, think "scientific" and "formal".

Headings:

Many social science paper assignments call for your work to be broken up into sections separated by headings (Example: Literature Review, Results, Discussion, Conclusion, etc.) Headings should be centered. Capitalize every word in the heading except articles (a, the), short prepositions (in, by, for), and coordinating conjunctions (and, but, or). Remember: no underlines, *no italics*, **no bolding**, and **NO CAPS LOCK**.

APA Format: Citations and References

In-Text Citations:

With APA, the two most important pieces of information about your source are the *author* and the *date of publication*. Make sure to include both when you cite a source in the text of your paper! In-text citations can take form in a couple ways.

1. Paraphrase :

Example #1: Michael Havid (1999) from Johns Hopkins University found that patient contentment rose with doctor involvement.

Example #2: In Havid's 1999 study, he found the rise of patient contentment rose with more doctor involvement.

2. Direct quote from text:

Example: It has been noted that "patient satisfaction increases with increased doctor-patient interaction" (Havid, 1999, p. 5). ←*Note the addition of the page number!*

Reference Page:

Include your reference list on a separate page at the end of your paper, numbered and titled "References". Double-space this page too (I have single-spaced here to save room). Arrange sources alphabetically by author's last name and use the "hanging indent". Here are some examples of how to reference different types of sources.

Book:

Webb, E.J., Campbell, D.T., Schwartz, R.D., & Sechrest, L. (1996). *Unobtrusive measures: Nonreactive research in the social sciences*. Chicago: Rand-McNally.

Academic journal article:

Scott-Jones, D. (1994). Ethical issues in reporting and referring in research with low-income minority children. *Ethics and Behavior*, 42, 97-108.

Online sources (i.e. a news article from a website):

Hilts, P.J. (1999, February 16). In forecasting their emotions, most people flunk out. *New York Times*. Retrieved November 21, 2005, from <<http://www.nytimes.com>>

Oppositional Defiant Disorder. (n.d.). Retrieved August 8, 2005, from <<http://www.klis.com/pamphlet/oddc/oddcdpamphlet.htm>> *

* The above reference is an example of how to cite a "stand-alone" online document, with no date and no author. Keep in mind, these types of sources may offer interesting information, but may not qualify as appropriate sources for an academic paper ;o).