

The upper heading should be created using the Headers & Footers function in Word, be ½” from the top of the page, and show up on every page of the paper. The content of the upper header should contain a shortened version of your paper’s title in all caps, left justified and the page number right justified. NOTE: The phrase, “Running head,” should only be placed on the title page. The remaining pages will only include the shortened title in all caps and the page number.

Sample APA Formatted Paper for the TWU School of Management

Jane Pioneer (your name)

This paper is submitted in partial fulfillment of the requirements for (enter course name and number – including section number)

Texas Woman’s University

School of Management

Dr. (Professor’s name)

January 1, 2011 (submission date)

As a general note, most title pages will contain the above information centered and double spaced. Some professors may request additional content, but the formatting should be the same. Additionally, professors may require a statement at the bottom of the title page limiting liability for both you and the university, particularly where the students are undertaking a business plan development effort.

Abstract

An abstract is a concise overview of the entire paper. It is not an introduction. Not all classes or professors require an abstract for your papers. When requested, your abstract should be the first page after your title page. The upper heading should follow the formatting guidelines noted from the title page overview and be numbered as the second page of your paper. The section heading for the abstract page does not follow the same formatting guidelines as other section headings, which will be covered later in this APA overview. Instead, the word “Abstract” should be centered on the page, with no bolding, italicizing, or quotations. The content of your abstract should be a 150 - 250 word overview of what your paper will cover in a single paragraph. The first line of the paragraph should not be indented.

Note on abstracts – Good abstracts are hard to write. They are written as though the paper has already been written. Hence no ‘wills.’ For example, “This paper examines...” Not, “This paper will examine...” Additionally, they must be concise (one paragraph). They must also inform and sell. You want the reader to know what your paper is about, and you want them to read your paper versus someone else’s.

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Some of your papers, especially those required in your Capstone Course, will require a Table of Contents (TOC). Your TOC should always come after your title page and abstract and note the main sections of your paper and the page number of where those sections begin. When formatting your TOC, be sure to use the “Tabs” option under the Formatting Toolbar, as that will help you create leaders and align your page numbers.

List of Tables

<i>Number</i>		<i>Page</i>
	Table 1 Name of Table	#

If you have tables and figures within your paper, you will need to provide a list of those after your TOC (one page for tables and one page for figures). For more information about using tables and figures within your paper, please visit the Purdue OWL listed in the Additional Resources at the end of this manual.

General Formatting Guidelines for APA Papers

1. Your paper should be typed in Microsoft Word (.doc or .docx format).
2. Your paper's margins should be 1" on all sides.
3. Your paper should be double spaced throughout, including the title and reference pages.
4. Your paper should use only Times New Roman (or similar), 10, 11, or 12 point font.
5. No colored font should be used in APA papers. Boldface font should only be used for section headings within the body of your paper.
6. An upper heading should be included on all pages of the document. (See first page of this document for formatting guidelines.)
7. All papers should include an APA formatted title page. (See first page of this document for formatting guidelines.)
8. You should have no hanging headings within your document. If you have a heading at the bottom of one page, and the content below the heading starts on the next page, move your heading to where the content begins.
9. Anytime outside sources are used within your paper, you must provide internal citations and references to avoid plagiarism. Both citations and references will be discussed in detail later in this document.
10. Grammar errors and misspelled or misused words should not be present in any academic paper. Take extra care to proofread carefully, spell the university name (Woman's) and management correctly, and use the proper version of a word, such as their/there/they're. If you know grammar is a problem, TWU has a good Writing Center that can help. Also, the Microsoft spelling and grammar tools will help. Red underscoring in your paper means a spelling issue, while green underscoring means a grammar or syntax issue.

Headings

Anytime the body of a paper is subdivided into sections, the formatting guidelines below should be utilized to format the headings of those sections. Think of the levels of headings in terms of the outline and organization of your paper:

I. Level 1

A. Level 2

1. Level 3

a) Level 4

(1) Level 5

Each level of heading has its own formatting requirement:

Level 1: **Centered, Boldface, Upper and Lowercase Wording**

Level 2: **Left-aligned, Boldface, Upper and Lowercase Wording**

Level 3: **Indented, boldface, lowercase wording (first word capitalized) with a period.**

Level 4: *Indented, boldface, italicized, lowercase wording (first word capitalized) with a period.*

Level 5: *Indented, italicized, lowercase wording (first word capitalized) with a period.*

Formatting Guidelines for Citing Sources in APA

1. The goal of a citation is to allow your reader to easily refer to the *exact* corresponding reference on your reference page.
2. Internal citations should follow the (author, year of publication) method – (Smith, 2010).
3. When directly quoting another’s work, you should always include a page number – (Smith, 2010, p. 210). When a page number is not available (e.g. quoting a webpage), you should note the paragraph number – (Smith, 2010, para. 2).
4. When an author is not available for a source, you should cite the first few words of the reference on your reference page and the year of publication – (Citigroup, Inc., 2010).
5. When referring to the same source throughout a paragraph, you should cite the source as it is first mentioned in the paragraph instead of at the end of the paragraph.
6. All information cited within your paper must have a corresponding reference on your reference list at the end of the paper, and all references on your reference list must have a corresponding internal citation.
7. Italicize the names of books, magazines, and journals within your paper. Put quotes around the name of an article from a magazine or journal. (Note: The quotes only apply to the article name within the discussion of your paper. The reference format requirements differ.)
8. When directly quoting material that is more than 40 words, you must format the quote as a block quote, which means all lines of the quote are indented in order to set it apart from the rest of the paragraph.

Sample APA Citations

One or Two Authors

Kessler (2003) found that... or ...the study showed (Kessler, 2003).

Walker and Allen (2003) found that... or ...the study showed (Walker & Allen, 2003).

Three or More Authors

When a work has three to seven authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by et al. and the year:

Kisangau, Lyaruu, Hosea, and Joseph (2007) found [use as first citation in text]

Kisangau, et al. (2007) found...[subsequent citations]

The study showed early onset results in a more severe course (Kisangau, et al., 2007).

When a work has more than seven authors, use only the surname of the first author, followed by et al. and the year for all citations.

Groups and Organizations

When citing groups or organizations, spell out the name of the group/organization for the first citation, followed by the abbreviation of the name and year in parentheses. Then, use the abbreviation for all subsequent citations in the paper.

National Institute of Mental Health (NIMH, 2003) [first citation in text]

NIMH (2003) [subsequent citations in text]

Personal Communications

Personal communications should only be cited within the text. This is the only case where a corresponding reference is not needed.

(T. K. Lukes, personal communication, April 18, 2010)

Formatting Guidelines for APA References

1. The goal of a reference is to allow your reader to retrieve the *exact* information you used in your paper. Following APA formatting guidelines will help you meet that goal.
2. Your references should be on their own page at the end of your paper and have “References” (bold, centered, no quotes) at the top of the page.
3. All references should be double spaced with hanging indents.
4. All references should be in alphabetical order.
5. Authors’ names should be inverted (last name first). Spell out the last name and represent the first and middle names with initials only.
6. All authors, up to seven, should be represented in the reference. If the reference has more than seven authors, list the first six, followed by ellipses, and then the last author.
7. Wikipedia, or any source of information that is able to be revised by the general public, should not be used in academic papers. Carefully consider whether a source is scholarly.
8. The name of a general website (e.g. Yahoo Finance) should not be used as an author name unless it is an organization that authored the source. Please see the sample below on how to format websites that have no disclosed author.
9. When referencing works with the same author(s) and publication years, place a lowercase a/b/c next to the publication year of each reference (e.g. 2010a). The citation within your paper will note the same.
10. This manual notes the formatting guidelines for the main types of sources used in academic papers. It is not exhaustive. If an example of a reference is not noted, please check the 6th edition APA manual and the additional resources at the end of this manual for more help.

Sample APA References

In the samples below, pay close attention to how titles are capitalized and what information is italicized. The details of formatting for APA references are very important.

Entire Book

Last, F. I. (year of publication). *Title of book*. Publisher Location: Publisher Name.

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. London, England: Taylor & Francis.

Chapter in Edited Book (print version)

Last, F. I. (year of publication). Title of chapter. In F. I. Last Name (Ed.). *Title of book* (pp. #). Publisher Location: Name of Publisher.

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.). *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

Journal Article

Last, F. I. (year of publication). Title of article. *Title of Journal*, volume(issue), page range.

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 25(1), 225-229.

Magazine Article

Last, F. I. (year of publication, Month). Title of article. *Title of Magazine*, volume(issue), page range.

Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work,

stress, and health. *Monitor on Psychology*, 39(5), 26-29.

Newspaper Article

Last, F. I. (year of publication, Month Date). Name of article. *Title of Newspaper*, page range.

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A 4.

Source with More Than Seven Authors

Smith, A., Cooper, B., Paterson, C., Rogers, D., Peters, E., Hamilton, F....& Stevens, G. (2010). *Work with more than seven authors*. New York, NY: Guilford Press.

Electronic Sources

Article from Online Periodical

Last, F. I. (year of publication). Title of article. *Title of Online Periodical*, volume(issue).

Retrieved from <http://www.directwebsiteurl.com/>

Altman, R. C. & Haass, R. N. (2010). American profligacy and American power. *Foreign Affairs*, 89(6). Retrieved from <http://www.foreignaffairs.com/issues/2010/89/6>

Online Scholarly Journal with DOI (Digital Object Identifier)

Because URLs can change, APA recommends that, when available, you use an article's DOI instead. Many publishers now list the DOI on the first page of the article. If a DOI cannot be located, end the reference with the page numbers.

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology*, 25(1), 225-229. doi: 10.1037/0278-6133.24.2.225

Online Encyclopedias and Dictionaries (with No Authors and No Dates Noted)

Entry Name. (n.d.). In *Encyclopedia Name online*. Retrieved from

<http://www.encyclopedia.com/>

Business Finance. (n.d.). In *Encyclopedia Britannica online*. Retrieved from

<http://www.britannica.com/EBchecked/topic/86250/business-finance>

Online Lecture Notes

Smith, B. *Notes on business finance* [PDF document]. Retrieved from Lecture Notes Online

website: <http://www.bus.school.edu/classes/Smith/index.html>

Article with no Author Retrieved from Website (such as Yahoo Finance)

Citigroup, Inc. Common Stock. (2010). Retrieved January 1, 2011, from Yahoo

Finance website: <http://finance.yahoo.com/q?s=C>

Often, you will download information from a home page where no date of publication is apparent. In this case, look to the bottom of the page and see if you can locate a 'last updated' date. If no date is there, use (n.d.).

Retrieval dates are necessary when you believe that the website will update the content found on the page soon. Since Yahoo Finance (and many other business websites) updates information daily, a retrieval date must be noted.

Additional APA Online Resources

<http://www.twu.edu/downloads/english/APAStyleGuidelines.ppt>

<http://www.twu.edu/library/citing.asp>

<http://apastyle.org/> (includes online tutorial)

<http://www.ccc.commnet.edu/apa/>

<http://www.uwsp.edu/psych/mp/APA/apa4b.htm>

<http://owl.english.purdue.edu/owl/resource/560/01/>

<http://www.lib.usm.edu/index.php?id=81>

<http://healthlinks.washington.edu/hsl/styleguides/apa.html>

<http://library.osu.edu/help/research-strategies/cite-references/apa>

<http://library.csus.edu/guides/rogenmoserd/general/apa.html>

<http://www.library.cornell.edu/resrch/citmanage/apa>