Running head: EXAMPLE PAPER FOR GRADING APA

Example Paper for the Writing and Grading of Students' Papers

in the American Psychological Association (APA) Style

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Course Information

Professor Information

Date Due

Note: The title page establishes the reader's first impression with the author's work. Its importance cannot be over-emphasized. Visually center the title block on the page. The title block consists of the title, the author's name, and the byline. The title is a description of the focus of the paper and should not have comments such as "A Research Paper on…," as that would be redundant with the expressed purpose of a research paper. APA suggests a title of 10 to 12 words (American Psychological Association (APA), p. 11). Following the title is the name of the author(s). It is double-spaced and centered below the title. Double-spaced and centered below the author's name is the byline. The byline is the name of the institution or institutions where the work was completed (APA, pp. 11-12). The words "Running head" followed by a colon appear on the title page only; left justified (one-inch margin) and one inch from the top of the paper. Following "Running head:" is a short form of the title, all capitalized. This shortened title has a maximum of 50 characters, including spaces and punctuation (APA, p. 12). The header appears on all pages including the title page. It is the first two or three words of the title (APA, p. 288). It is not in all capital letters. It is in the one-inch top margin as set up in the word processor, right justified, and followed by five spaces and then the page number (APA, p. 288). The title page, as in the rest of the paper, is double-spaced in a normal font in a 12-point size (APA, pp. 285). Both dot-matrix printers and compressed fonts are unacceptable.

Abstract

The abstract is a one-paragraph communication to prospective consumers of the research. It briefly gives the important details and focus of the report (American Psychological Association (APA), p. 12). An empirical study report's abstract is from 100 to 120 words in length. For a review or theoretical report, the length is 75 to 100 words. For the purpose of publishing, there is a 960-character limit which includes spaces and punctuation (APA, pp. 12-13). Other researchers may use the information in the abstract (usually free) to determine the importance of the paper to their own researches, thereby limiting the unnecessary purchase of an irrelevant paper. The abstract is usually reserved for long papers. In some disciplines, a long paper may be defined as being more than 150 pages. For the purpose of academia, it is optional on papers between 10 and 15 pages, but should be required for papers longer than 15 pages. Note that the abstract paragraph is not indented.

Comment [s1]: NOTE: Your professor may not require an abstract page.

Comment [B2]: Please note: the formatting of this paper is not correct APA style. APA requires one inch margins all around. This sample paper has a 1½" on the right to allow for the comment boxes.

Contents

Note: The Publication Manual of the American Psychological Association (APA) does not address the table of contents page. In a research report, the headings within the paper are used to delineate the structure of the paper, making the table of contents redundant (Hubbuch, 1989). As an accommodation to the business programs, this example of a table of contents is included. Only the major areas, or those areas that have been selected as headed areas within the body of the text, are displayed. This is an example of reasonable deviation from the APA standard.

Comment [s3]: NOTE: Your professor may not require a Table of Contents page.

Example Paper for the Writing and Grading of Students' Papers in the American Psychological

Association (APA) Style

Title

The full title of the paper appears on the first line of the first body of the report page. The title is centered and double-spaced if it requires more than one line. It should appear just as it did on the cover page. The 10 to 12 word guideline set by APA is a suggestion, and good sense may dictate either a longer or shorter title (APA, p. 11).

Format

Margins

Margins are set at one inch all around the paper (APA, p. 286). Text is left justified only. Do not right justify the text or break words from one line to the next with a hyphen (APA, p. 287).

Fonts/Style and Printer

Normal typeface. Typeface for the paper is of a normal type and the size for the font in the text is 12-point. APA-listed examples are Times Roman (as in this paper), American Typewriter, Courier, and Serif. Although Sans Serif is acceptable, it is not preferred and should be restricted to lettering on figures (APA, p. 285). Specifically prohibited or unacceptable are documents prepared on a dot-matrix printer or in a compressed font (APA, p. 285).

Printer requirements. The paper may be produced on a typewriter or a laser or ink/bubble jet printer.

Boldface. The only place where APA addresses the use of boldface type is in the section on statistical symbols (APA, p. 140). From this, we may ascertain that boldface is to be avoided within the body of the paper unless it meets those criteria. As a concession to readability for business projects, this is a deviation to the standard that may be considered.

Italics. Italic type, on the other hand, is frequently used. A review of the Publication Manual of the American Psychological Association Index, p. 413, shows that it may be used for the following:

Adding emphasis in quotations (insert within   p. 120

brackets [italics added]

Titles of books and periodicals   p. 100

For anchors of a scale   p. 101

Common foreign words   p. 101

For genera, species, & varieties   p. 100

Introducing key terms (once it has been   p. 100

introduced do not italicize again)

For linguistic examples   p. 100

To prevent misreading   p. 100

Statistical symbols   pp. 140-141

Versus underlining,   p. 286

Underline. Underlining is avoided as it indicates to a typesetter that the items that are underlined are to be set in italics for the printing. Always use italics instead (APA, p. 100).

Paragraph indents. Other than the abstract paragraph, all paragraphs and the first line of every footnote are indented five to seven spaces (APA, p. 289). If you are having trouble remembering how many spaces are required for this or that, five will work for almost everything: paragraph indentations, page numbers after the header, or reference page indentations

Line spacing. Line spacing is easy--just double-space everything. Never use single-space. There is never a situation where single-space is correct. Triple-and quadruple-spacing may be used only before and directly after a displayed quote (APA, p. 292).

Punctuation spacing. You may have noticed that, throughout this paper, only one space is used after a punctuation mark (APA, p. 290-91). This will be a hard habit to break as many of us learned to hit the space bar twice after the end of a sentence. One space, however, is correct according to APA. Do not space after internal periods in abbreviations (M.Ed., Ph.D., 8 a.m., 10 p.m.).

Headings

Headings are a way to delineate and define the structure of the paper clearly. Because APA does not provide for a table of contents--although you may improvise on that one--the headings serve as quick references in the paper to locate specific subjects or points of interest. It makes sense to think of the headings, as they are divided into levels of importance, in much the same way as you learned to outline in high school using the capital letter, Roman numeral, lowercase letter hierarchy to establish levels of importance. All items of equal importance will have the same level of heading (APA, p. 112). Just as it is technically incorrect to have a one-sentence paragraph (APA, p. 36), it is incorrect to have a level of heading subdivided with only one sublevel heading. This would be analogous to a Roman numeral "I" followed by a sublevel "a" and no sublevel "b." The information would best be incorporated as part of "I." For a discussion on headings, see pp. 91-92 of the APA manual. For general information, this paper is constructed with level 1, level 3, and level 4 headings. Level 1 is a major heading. It is centered in uppercase and lowercase letters. Level 3 is left justified, italicized, with the first letter of key words capitalized. It represents multiple minor areas under a major area. Level 4 represents subdivisions of level 3. It is indented, italicized, with the first letter of the first word capitalized. This level ends with a period (APA, pp. 113-114). Here are examples from this paper.

Format

Comment [s4]: Level 1 Heading

Margins

Comment [s5]: Level 3 Heading

Font/Style and Printer

Normal Typeface.

Comment [s6]: Level 4 Heading

Printer Requirements.

Figures

Figures should be used to convey data and to provide exact information (APA, p. 199). They should be visually pleasing and contribute to the presentation. Information presented in the text should not be duplicated in the figure. Overall, the defining question to ask is whether it is necessary. A complete checklist to use for evaluation of any and all figures can be found on p. 201 of the APA manual. To determine the appropriate size for the fonts used in and for labeling figures, see the APA manual, p. 189.

Citations

Any thought, opinion, or statement that is not the writer's own (original) requires a citation; otherwise, it is plagiarism. Technically, if a student has already stated his or her ideas in another paper, there needs to be a citation in the new work showing where the idea was first presented.

A citation gives credit where credit is due. If there are several statements in a paragraph and they come from different sources, they each need a citation. The beauty of the citation is that it eliminates the need for footnotes. Any citation or cited source must be documented in the reference page. An exception to this rule is when an undocumented source is listed, such as a personal interview, e-mail, or another personal communication that would not be available to the reader. In this case, the citation takes the following form: (personal communication, July 22, 1998), with no reference listed on the reference page. An example of this is shown in the last

paragraph of this paper's summary. A source may be cited directly (e.g., Morris (1996) stated that…) or only the facts may be presented (e.g., It has been shown that… (Morris, 1996). An alternative might be as follows: "In 1996 Morris determined…." The previous three examples are for a one work by one author reference (APA, p. 207).

If the citation is for a reference of one work by two authors, both authors will appear in every citation. The form will be: (Morris & Jones, 1996). If there are three or more authors to the work, all parties are listed the first time it is presented. An example for this is as follows: (Morris, Jones & Smith, 1996). Notice that the last names are separated by an ampersand (&) not the word *and*. For subsequent references to the same work, the citation would be as follows: (Morris et al., 1996). When citing a work by an institution or group, the format remains the same. It may look like this: (Department of Defense, 1976). To understand the forms that citations may take, refer to the APA manual, section 3.95. An example for Internet citations and references is displayed in the summary and on the reference page. The source document for this was The Little, Brown compact handbook (3rd ed.) (Revised Custom Edition).

Throughout this paper, the citations have included page numbers. APA does not require page numbers except when using direct quotes or when citing a specific part of a source. Citations should follow the format of the author(s) last name, a comma, and the year of publication. For example:

(Morris & Jones, 1996)

(Morris & Jones, 1996, p. 332)

(Morris & Jones, 1996, pp. 298-299)

(Morris & Jones, 1996, chap. 3)

Summary

Comment [s7]: NEVER let a heading stand alone at the bottom of a page! Bump it down to the next page.

In summary, writing an APA paper is not difficult. There are only two reasons that faculty and students do not perform better when it comes to submitting scholarly works: either they do not know the standard or they do not care. Not knowing may be addressed through education, and education is our business. Those who refuse to become educated are making their own statements. Researchers have linked this attitude of complacency and the desire to avoid "additional learning activities" to a willingness to cheat to meet the required assignments (Peikin, 1998). Whether, as an institution, we require APA or another acceptable form is not the issue. The only true issue is that we have a universally and consistently applied standard for everyone. Meeting the standard is a requisite for scholarly contributions from both faculty and students. Victoria Levin (1998), then Program Director of Undergraduate Business and General Studies for the Phoenix Campus, stated as follows:

> Regardless of the venue, writing is important. Whether we are trying to communicate to a college professor that we understand the academic subject, to explain to a client the importance of a product, or to convince our company executives that we need to streamline a process, we must endeavor to make our point as clearly and precisely as possible. We must always attempt to ensure that our writing is correct and free of errors. While writing that is flawless may, in fact, pass unappreciated by its reader, writing that is plagued with errors and inaccuracies will reflect badly on the writer (personal communication, July 20, 1998).

Comment [s8]: This is an example of a block quote. It is offset from the paragraph and quotation marks are not used.

References

Aaron, J. E. (2000). *The Little, Brown compact handbook* (3rd ed.) [Revised Custom Edition].

Boston, MA: Pearson Custom Publishing.

American Psychological Association. (1994). *Publication manual of the American*

Psychological Association (4th ed.). Washington, DC: American Psychological

Association.

Hubbuch. S. (1989). Writing research papers across the curriculum (2nd ed.). Chicago: Holt,

Rinehart & Winston.

Peikin, D. (1998, February). Research shows homework does boost academic achievement; but

over-emphasizing grades and performance may lead to cheating. Retrieved on February

20, 2006 from http://www.apa.org/releases/homework.html.

One of the purposes of a reference page is to enable readers to retrieve the sources used. As a result, all the reference information must be correct and complete. References are listed in alphabetical order, double spaced and have a hanging indent. If you are using Microsoft Word, this feature can be found by clicking on the *Format* menu and then on *Paragraph*. Hanging indent can be found under the pull down menu under *Special.* The following are some general reference list forms. The APA manual may need to be consulted for types of other sources.
Periodical:

Author, A.A., Author, B.B., & Author, C.C. (1994). Title of article. *Title of Publication*, xx, xxx-xxx.

Nonperiodical:

Author, A.A., (1994). Title of work. Location: Publisher.

Part of a Nonperiodical (book chapter):

Author, A.A., & Author, B.B. (1994). Title of Chapter. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of Book* (pp.

xxx-xxx). Location: Publisher.

Online periodical:

Author, A.A., Author, B.B., & Author, C.C. (2000). Title of article. *Title of periodical*, xx, xxx-xxx. Retrieved

month, day, year, from http://....

Online document:

Author, A.A., (2000). *Title of work*. Retrieved month day, year, from http://....

Comment [s9]: Note that only the authors initials are used and not full first names.

Comment [s10]: Note that when there is no author, the organization name is used instead.

Comment [s11]: Note that only the first word in the title is capitalized. On the reference page only first words, first words after a colon, and proper nouns are capitalized in titles

Comment [s12]: Internet sources require the exact date the information was retrieved from the internet as well as the exact URL be listed.

Comment [s13]: If there is no author for an online document, use the organizations name, or the website's host.