

Note: the running head is not required for student papers unless your instructor asks for one.

1

Margins: 1" on all sides

Commented [A1]: To set margins to 1": Go to Layout → Margins → Normal.

Title in Proper Title Case Format

Commented [A2]: Title, Author, Affiliation text should be centered vertically on the title page.

Student Name (First Middle Initial Last)

University of Portland

Course

Instructor

Due Date

Abstract

The abstract is a summary of the rest of your paper. It should briefly and succinctly tell the reader what your paper is all about. You should use keywords that appear in your paper and it should remain neutral in tone. There are no indents in the abstract. Your professor may tell you that you do not need an abstract; in that case the second page will look like the third page. Good luck in all your writing.

Title in Proper Title Case

Now that you are writing your paper, you will need to indent the first line of each new paragraph that you write ½ inch (0.5). To indent a paragraph in Word, place your cursor somewhere in the paragraph, right click the mouse, and select “Paragraph” from the resulting pop up menu. Under “Indentation,” use the “Special” pull-down menu to select “First Line.” The default will likely be 0.5, but if not, you can set it to this value.

Remember to write clearly and avoid using personal pronouns, such as “I,” “we,” “my” or “mine.” It is not always inappropriate to use personal pronouns, but generally scientific papers avoid them, instead using third-person point of view such as “the researchers” or “the author.” Take care to avoid ambiguity, however! For example, McAdoo (2009) writes:

Authors sometimes use the third person simply because it sounds more objective.

Authors will often use “the authors” as a stand-in for *I* or *we*, but using this phrase can lead to confusion. Consider the second sentence in this pair:

As Smith and Jones (1999) and Drew (2007) noted, there is no correlation between television viewing time and calorie intake. *The authors replicated this finding with three experiments.*

Does “the authors” refer to both Smith and Jones (1999) and Drew (2007)? Or does it refer to the authors of the current paper? You would likely guess it’s the latter, but the meaning would be clearer with *we*:

As Smith and Jones (1999) and Drew (2007) noted, there is no correlation between television viewing time and calorie intake. *We replicated this finding with three experiments.*

Include your in-text citations to show your reader where and when you got information from other sources, e.g., (Carlson, 2010). Each time you quote or paraphrase sources, you should cite the source. When you use a direct quote, you are required to include the page number or other location information; you are encouraged, but not required, to provide location information for a paraphrase “when it would help the reader locate the relevant passage in a long or complex text” (Lee, 2015, “Paraphrases,” para. 1). When you cite the same source repeatedly throughout a paragraph, aim to cite the source in a different way each time. Here are a couple of example paragraphs citing the same source repeatedly, with the attribution text bolded:

Example 1

Viglione (2010) argues that the cross-pollination and fusion of musical genres over the last two decades has exposed children to a diversity of musical styles. Technology has also made possible the distribution and sharing of music in exciting new ways (**Viglione, 2010**). **According to Viglione**, “Music is shared through social media sites, analyzed and tailored for the individual listener via sites like Pandora, and simply given away by musicians on their websites” (**p. 20**). As a result, in the future, children will likely develop eclectic musical tastes early and expect a diversity of musical styles at younger and younger ages (**Viglione, 2010**).

Example 2

Viglione (2010) suggests that cross-pollination and fusion of musical genres over the last two decades has exposed children to a diversity of musical styles. **He** points out that technology has also made possible the distribution and sharing of music in exciting new ways. Music is shared through social media sites, analyzed and tailored for the individual listener via sites like Pandora, and simply given away by musicians on their websites (**Viglione, 2010**). As a result, **he** argues, in the future, children will likely develop eclectic musical tastes early and expect a

diversity of musical styles at younger and younger ages.

Your APA paper should be double spaced throughout. You can put one or two spaces after each period as long as the paper is consistent. Use the same font throughout the text of the paper. Options include: 12-point Times New Roman, 11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode, 11-point Georgia, or 10-point Computer Modern.

Using Headings Properly

In APA format, there are five levels of headings, each with different sizes and purposes. Headings serve an important purpose – they organize your paper and make it simple to locate different pieces of information. In addition, headings provide readers with a glimpse of the main idea, or content, they are about to read. The information below presents the heading levels three ways: described, with imaginary example headings; as an excerpt from an imaginary paper; and in a figure.

Level 1: e.g., **Methodology**

- Place this heading centered in the middle of the page
- Use **bolded** letters
- Use Title Case Heading
- Text begins as a new paragraph.

Level 2: e.g. **Selection of Participants**

- Place this heading against the left margin
- Use **bolded** letters
- Use Title Case
- Text begins as a new paragraph.

Level 3: e.g. *Process of Recruitment in Canada*

- Place this heading against the left margin
- Use ***bolded italic*** letters
- Use Title Case

Level 4: e.g. **Recruitment Process Specific to Saskatchewan.**

- Indented 0.5 inches from the left margin
- Use **bolded** letters
- Use Title Case
- Put a period at the end. Text begins on the same line and continues as a regular paragraph.

Level 5: e.g. ***Further Discussion of Saskatchewan Recruitment Process.***

- Indented 0.5 inches from the left margin
- Use ***bolded italic*** letters
- Use Title Case
- Put a period at the end. Text begins on the same line and continues as a regular paragraph.

This excerpt from a paper posted on the APA Style Blog shows how a writer might use the different levels to organize a “Method” section:

(1) **Method**

(2) **Participants**

Participants were 80 university students (35 men, 45 women) whose mean age was 20.25 years ($SD = 1.68$). Approximately 70% of participants were European American, 15% were African American, 9% were Hispanic American, and 6% were Asian American. They received course credit for their participation.

(2) **Procedure**

(3) **Recruitment** We placed flyers about the study on bulletin boards around campus, and the study was included on the list of open studies on the Psychology Department website. To reduce bias in the sample, we described the study as a “personality study” rather than specifically mentioning our target traits of anxiety and rejection sensitivity.

(3) **Session 1: Psychiatric diagnoses** During the initial interview session, doctoral level psychology students assessed participants for psychiatric diagnoses. Eighteen percent of the sample met the criteria for generalized anxiety disorder according to the Structured Clinical Interview for DSM–IV Axis I Disorders (First, Gibbon, Spitzer, & Williams, 1996).

(3) **Session 2: Assessments** All participants attended a follow-up session to complete assessments. Participants were instructed to bring a friend with them who would complete the other-report measures.

(4) **Self-Report Measures.** We first administered several self-report measures, as follows.

(5) **State and Trait Anxiety.** Participants took the State–Trait Anxiety Inventory for Adults (STAI–A; Spielberger, Gorsuch, Lushene, Vagg, & Jacobs, 1983), a 40-item self-report measure

to assess anxiety.

(6)**Rejection Sensitivity.** Participants took the Rejection Sensitivity Questionnaire (RSQ; Downey & Feldman, 1996), an 18-item self-report measure that assesses rejection sensitivity

See figure 1 for further examples:

Level	Format
1	Centered, Bold, Title Case Heading Text begins as a new paragraph.
2	Flush Left, Bold, Title Case Heading Text begins as a new paragraph.
3	Flush Left, Bold Italic, Title Case Heading Text begins as a new paragraph.
4	Indented, Bold, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.
5	Indented, Bold Italic, Title Case Heading, Ending With a Period. Text begins on the same line and continues as a regular paragraph.

Note. In title case, most words are capitalized (see Section 6.17).

Figure 1. APA Style Headings.

APA Example Table, with Notes

Table 1

Dogs Scoring Above Average on Intelligence by Breed and Gender

Breed	Male	Female	%
Dachshund	123	234	17.6
Terrier	456	567	31.1
Siberian Husky ^a	789	891	51.3
Totals (N = 3060)	1368	1692	

Note. Average score = 150. No animals were harmed during testing.

^aThree huskies (one male, two female) escaped before testing was completed and are therefore not included in the table (Purdue Online Writing Lab, 2018)

Commented [A3]: To format the APA style table:
 1. Start by eliminating all gridlines, select the table and under the Design tab chose Borders → No Border
 2. Add back in the lines that APA style requires:
 2a. Top row: select the row, then under the Design tab choose Borders → Top Border and Borders → Bottom Border
 2b. Last row: select the row, then under the Design tab choose Borders → Bottom Border

References

Chaffee, B. W. & Weston, S. J. (2010). Association between chronic periodontal disease and obesity: A systematic review and meta-analysis. *Journal of Periodontology*, *81*(12), 1708-1724. <https://doi.org/10.1902/jop.2010.100321>

James, C., Cameron, P. D., Smith, Y. N., Hawthorne, H., & Cushing, S. M. (2005). *The sociological theory of people and places*. Oxford University Press.

Lee, C. (2015, March 3). When and how to include page numbers in APA style citations. *APA Style Blog*. <https://blog.apastyle.org/apastyle/2015/03/when-and-how-to-include-page-numbers-in-apa-style-citations.html>

McAdoo, T. (2009, September 10). Use of first person in APA style. *APA Style Blog*. <https://blog.apastyle.org/apastyle/2009/09/use-of-first-person-in-apa-style.html>

National Alliance for the Mentally Ill. (n.d.). *Mental health facts: Children and teens*. <https://www.nami.org/NAMI/media/NAMI-Media/Infographics/Children-MH-Facts-NAMI.pdf>

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). Springer.

Purdue Online Writing Lab. (2018). *APA tables and figures*. https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_tables_and_figures_1.html

van Gogh, V. (1889). *The starry night* [Painting]. The MOMA, New York City, NY, United States. https://www.moma.org/learn/moma_learning/vincent-van-gogh-the-starry-night-1889/

Commented [A4]: The References page should be double spaced.

Your references should use a "hanging indent," where the first line is not indented, but all subsequent lines are.

To create a hanging indent in Word:

1. Place your cursor at the beginning of your citation and highlight it
2. Right click the mouse and select "Paragraph" from the resulting pop up menu.
3. Under "Indentation," use the "Special" pull-down menu to select "Hanging."
4. Use the "By" menu to select 0.5. You may also highlight all citations in a bibliography and apply the hanging indent to all of them at once.

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Commented [A6]: Journal Article Template: Last, F. M. (Date Published). Article title: Article subtitle. *Journal Title*, *Volume*(Issue), Article Number. DOI indicated by URL

If no article number, instead include 'starting page-ending page' in the same place.

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Commented [A8]: If you don't have the date of publication, you may use "(n.d.)" instead.

Commented [A9]: Chapter in Book Template: Last, F. M. (Date Published). Chapter title. In Book Editor's Last, F. M. (Ed.), *Book title* (pp. Starting page – Ending page). Publisher.

Commented [A10]: Page numbers for chapters of books and newspapers are preceded by "p." or "pp." [plural], while those of magazines and journals are only written with numbers.

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For more information:

- Check out the APA reference page on the library website: <https://libguides.up.edu/apa/intro>
- There is a copy of the APA manual guide in the reference section of the library (Call number: BF76.7 .P83 2020)
- The APA style blog is very helpful: <https://apastyle.apa.org/blog>, as is the APA Style and Guidelines page, <https://apastyle.apa.org/style-grammar-guidelines/>.

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