Typeface/Font: The preferred typeface is Times New Roman (but any serif typeface is acceptable), black in color, 12-point font size.

Margins: Use uniform margins of 1" at the top, bottom, left, and right of every page. Do not justify the right margin.

Page Numbers: Order pages consecutively beginning with the title page. Use Arabic numerals (i.e., 1, 2, 3). Use the automatic functions on your word-processor to generate page numbers.

Page Headers: The running head serves as both page header and running head for the manuscript.

Running Head: This is an abbreviated title typed flush left on the top of each page. On the title page, the running head should appear following the words “Running Head:”; on subsequent pages, simply type the shortened title in the upper left-hand corner. Type the abbreviated title with all letters CAPITALIZED. Do not exceed 50 characters, including punctuation and spaces.

Character Spacing: Insert one space after commas, colons, semicolons, periods that separate parts of a reference citation, and periods of the initials in personal names. Insert two spaces after the punctuation marks at the end of a sentence. NOTE: Do not space after internal periods in abbreviations, such as e.g., a.m., i.e., or U.S.A., or around colons used in ratios, such as 1:3.

Double Line Spacing: Double space between all lines of the manuscript. Double space after every line in the title, headings, in-text and block quotations, references, figures, and all parts of tables.

Indentation: Indent the first line of every paragraph and the first line of every footnote. For consistency, use the tab key, which should be set at five spaces or ½ inch. Type the remaining lines of the manuscript to a uniform left-hand margin. The only exceptions to those requirements are (a) the abstract, (b) block quotes, (c) titles and headings, (d) table titles and notes, and (e) figure captions.

Quotes—Short: Quotations of fewer than 40 words should be incorporated in the text and enclosed by double quotation marks. For example: Brown (2009) states “…” (p. 292).

Quotes—Long: (Block Quote) Place quotations of 40 or more words in a double-spaced block of typewritten lines with no quotation marks. Indent five spaces (or ½ inch) from the left margin without a paragraph indent. If the quotation is more than one paragraph, indent the first line of the second and additional paragraphs five spaces or ½ inch from the new margin. Do not indent the right margin. The information in parentheses follows the punctuation in the quote. There is no punctuation after the parentheses.
Abbreviations: pp. 106–111
Use abbreviations sparingly. A term initially must be written out completely and followed immediately by its abbreviation in parentheses in order to be used as an abbreviation in the text.

Hyphenation: pp. 97–100
Use hyphens to separate compound words; consult a current dictionary for determining which compound words require hyphens; do not put a space before or after hyphens.

Levels of Headings: pp. 62–63
Most papers will require between one to five levels of headings at the most. These include the following:

<table>
<thead>
<tr>
<th>APA Headings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level Format</td>
</tr>
<tr>
<td>1. Centered, boldface, uppercase and lowercase headings</td>
</tr>
<tr>
<td>2. Left-aligned, boldface, uppercase and lowercase heading</td>
</tr>
<tr>
<td>3. Indented, boldface, lowercase heading with period</td>
</tr>
<tr>
<td>4. Indented, boldface, italicized, lowercase heading with period</td>
</tr>
<tr>
<td>5. Indented, italicized, lowercase heading with period</td>
</tr>
</tbody>
</table>

Numbers: pp. 111–114
In general, use figures to express numbers 10 and above and words to express numbers below 10.

Use only figures to express numbers when:
- Numbers below 10 are grouped for comparison with numbers 10 and above.
- Numbers immediately precede a unit of measurement.
- Numbers represent statistical or mathematical functions, fractional or decimal qualities, percentages, ratios, and percentiles and quartiles.
- Numbers represent time; dates; ages, sample, subsample, or population size; specific numbers of subjects or participants in an experiment; scores and points on a scale; exact sums of money; and numerals as numerals.
  **Exception:** Use words for approximations of numbers of days, months, and years (e.g., about three months ago).
- Numbers denote a specific place in a numbered series, parts of books and tables, and each number in a list of four or more numbers.

Seriation: pp. 63–64
To show seriation within a paragraph or sentence, use lowercase letters in parentheses. For example:

Participants considered (a) some alternative course of action, (b) the factors influencing the decision, and (c) the probability of success.

As a list, seriation looks like this:

1. Begin with paragraph indent. Type second and succeeding lines flush left.
2. The second item begins a new paragraph.
For seriation within a sentence, with or without letters in parentheses, use a comma to separate three or more elements that do not have internal commas; use semicolons to separate three or more elements that have internal commas.

Copyright: pp. 13, 15, 173

Copyright policies vary among publishers. It is the responsibility of each author to determine the requirements needed in order to reproduce or quote various amounts of text in an article or paper. For all APA publications, permission to reproduce text is necessary from both APA and the original author(s) of the article if the author uses more than 500 words from the original article.

DOCUMENT COMPONENTS

Title/Cover Page: p. 23

Include a cover page for all papers. Type the page header and running head as described in Document Preparation. Type the title in uppercase and lowercase, centered between the left and right margins and positioned in the upper half of the page. The title should be no more than 12 words. If the title is two or more lines, double space the lines. Some Naropa professors prefer two exceptions to the APA Manual: Do not put the name of the university; instead, put the name of the course for which you have prepared the paper. Double space, and put the date the paper is due. Check with your instructor. See sample cover page included below.

Abstract: pp. 25–27

Term papers may or may not require an abstract, as requested by an instructor (MACP term papers do not require an abstract). The abstract should begin on a new page with the manuscript page header and page number 2 in the upper right-hand corner of the page. Type the word “Abstract” in uppercase and lowercase letters, centered, at the top of the page. Type the abstract itself as a single paragraph in block format (without paragraph indentation), and do not exceed 250 words. NOTE: for theses papers, see Thesis Manual for additional information.

Text: p. 27

Begin the text on a new page, and identify the first text page with the manuscript page header and the page number 2 (or page 3 if your paper has an abstract) in the upper right-hand corner of the page. Type the title of the paper, centered, at the top of the page, double space, and then type the text. The sections of the text follow each other without a break; do not start a new page or triple or quadruple space when a new heading occurs. NOTE: An introduction to a paper is never labeled “Introduction”; the first part of a paper is assumed to be an introduction.

Reference List: p. 37

Start the reference list on a new page. Type the word “References” in uppercase and lowercase letters, centered, at the top of the page. Double-space all reference entries. Use a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented. See sample reference list below. NOTE: For theses papers, the inclusion of additional components may be appropriate or desired. These include the preliminary pages such as approval page, dedications, table of contents, inspirational quotes, appendices, and abstract. See the Thesis Manual for more details or consult your instructor.

WRITING STYLE

Editorial “We”: pp. 69–70

Restrict your use of we to refer only to yourself and your coauthors (use I if you are the only author of the paper). A broader use of we can confuse your reader. Instead, substitute an appropriate noun to clarify your usage. Examples: Change “We usually
classify bird songs…” to “Researchers usually classify…” Change “We are passionate…” to “Humans are passionate…” Change “We tend to dispute…” to “As behaviorists, we tend to dispute…”

**Active Voice:**
p. 77

Active voice is preferable to passive voice: Change “The survey was conducted…” to “We conducted the survey…” Change “The experiment was designed by Simpson (2001)” to “Simpson (2001) designed the experiment.”

**Language:**
pp. 65–67

Attempt to write in a way that is clear and accurate with smooth transitions. Avoid wordiness, excessive adjectives, and redundancy. However, brevity should not be at the expense of expression. Clear, concise, yet imaginative and descriptive language should be the goal of a professional paper.

**Humanization:**
pp. 69, 80

When writing about human subjects and/or experience, humanize your descriptions. Balance clinical observations with subjective, descriptive writing. Present a whole human experience and/or person.

**Sexism:**
pp. 73–74

Be careful in your use of potentially sexist and/or racist language. Try to avoid the dilemma of choosing gender-based pronouns (he or she) by modifying language as in the following example: Change “The researcher must avoid letting his own biases and expectations…” to “The researcher must avoid letting biases and expectations…”

**APA IN-TEXT CITATIONS AND REFERENCES**

**In-Text Citation:**
pp. 174–179

In APA documentation style, references are cited in-text with an author-date system, as well as listed alphabetically in a reference list. Citations of sources must be included for material and ideas that are not your own. When quoting directly or paraphrasing, most citations will include the author’s name, year, and page number. A page number is not needed for paraphrased material; however it is desirable to include a page number if possible since this will help readers locate the information. The author-date citation method identifies the source for the reader in the text and enables them to locate that information in the reference list at the end of the paper. Typically there are two ways to cite material in the body of your paper. First, you can reference the author of the work you are citing in a signal phrase, where the author’s surname would be followed by the year of publication, as in “In his study, Smith (2010) found…” Alternately, you could cite this information parenthetically at the end the sentence, as in “One study showed that… (Smith, 2010).”

The following chart contains basic guidelines for citing sources in-text:

<table>
<thead>
<tr>
<th>Type of citation</th>
<th>First citation in text</th>
<th>Subsequent citation in text</th>
<th>Parenthetical format, first citation in text</th>
<th>Parenthetical format, subsequent citation in text</th>
</tr>
</thead>
</table>
APA CITATION

| One work by three, four, or five authors | Smith, Brown, and Jones (2010) | Smith et al. (2010) | (Smith, Brown, & Jones, 2010) | (Smith et al., 2010) |
| One work by six or more authors | Smith et al. (2010) | Smith et al. (2010) | (Smith et al., 2010) | (Smith et al., 2010) |
| Groups (readily identified or defined with an abbreviation) as authors | National Institutes of Health (NIH, 2010) | NIH (2010) | (National Institutes of Health [NIH], 2010) | (NIH, 2010) |

If you are quoting an author directly, make sure to include a page number following the year in your parenthetical citations, as in: “One study showed that ‘studying increases academic success’ (Smith, 2010, p. 100).” Or, if you have used a signal phrase to cite the author and date, use only the page number at the end of the quotation, as in “Smith (2010) conducted a study that showed ‘studying increases academic success’ (p. 100).” Quotations of more than 40 words should be set off as block quotations. Begin on a new line, indent ½ inch from the left margin, use no quotation marks, and double space. Cite your source at the end of the quotation after the final punctuation, with no punctuation following the citation:

Studying increases academic success. Students who studied their material for six hours per week or more earned grade percentages, on average, that were 11% higher than students who studied only three hours per week or less. This proves that there is a positive correlation between hours spent studying, and academic success. (Smith, 2010, p.100)

If you are quoting material from a source that is not the original, provide the original source in your signal phrase, list the indirect source in the reference list and include the indirect source in the parenthetical citation preceded by “as cited in.” For example, if Jones’ work is cited in Brown, and you did not read Jones’ work, your in-text citation should look like this: Jones states… (as cited in Brown, 2010).

Reference List: pp. 180–224

Your reference list provides your reader with the information necessary to identify and retrieve each of your sources. All of your reference list entries should be formatted with hanging indents (i.e., the first line of the entry is left justified and the rest of the lines are indented) and double-spaced. Each reference cited in the text must appear in the reference list (with the exceptions of personal communications and references to classical works such as the Bible).
Below are basic guidelines for citing common sources in your “References” list:

**Books**—Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

**NOTE:** For “Location” you should always list the city, but you should also include the state if the city is unfamiliar or if the city could be confused with one in another state.


**Online periodical with a DOI**—Author, A. A., & Author, B. B. (Date of publication). *Title of article*. *Title of Journal*, volume number. doi:00000000/000000000000


**Online Document (Ex: Stand-alone document or site)**—Author, A. A. (2000). *Title of work*. Retrieved month day, year, from source

**NOTE:** No period following DOI’s or URL’s.

**More than one author**—list the primary author first (the author who is listed first), using the last name and the first initial, followed by a comma and the next author’s last name and first initial, precede the last listed author with a comma and an ampersand (&).

**More than one work by the same author**—list the author’s name in the first and all subsequent references, and order the entries by year of publication, with the earliest first.

### Examples

**Title Page:**

<table>
<thead>
<tr>
<th>Running head: WRITING APA RESEARCH PAPERS</th>
<th>Running head: WRITING APA RESEARCH PAPERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Research Papers: Sample APA Format</td>
<td>Writing Research Papers: Sample APA Format</td>
</tr>
<tr>
<td>Sally Doe</td>
<td>Sally Doe</td>
</tr>
<tr>
<td>Naropa University</td>
<td>PSY 700 Research and Statistics</td>
</tr>
<tr>
<td>October 15, 2009</td>
<td></td>
</tr>
</tbody>
</table>

**Standard APA Format**

Naropa exceptions to APA; check with your instructor.
Abstract Page:

WRITING APA RESEARCH PAPERS

Abstract

Your abstract should provide a brief, yet complete summary of the contents of your paper. Generally, your abstract should not exceed 250 words. Make sure to begin the abstract on a new page with a running head and page number 2. The label “Abstract” should appear centered at the top of the page. The abstract itself should be typed as a single paragraph without indentation.

First Page:

WRITING APA RESEARCH PAPERS

Writing Research Papers: A Sample of APA Format

Begin the body of your paper on a new page, with a running head and page number 3. Type your paper title, centered, at the top of the page. Then double-space and begin typing the body of your paper. The body of your paper should begin with an introduction that presents the topic of study and provides an overview of the research that is being conducted or reviewed.

Reference Page:

WRITING APA RESEARCH PAPERS

References


Please note: Your instructor may have specific, additional guidelines.