CENTER *for*
WRITING
EXCELLENCE

Page header/Running head: Only the page number is required for student papers and should be continuous on each page. An abbreviated title is required for professional papers only.

The UW-Eau Claire Center for Writing Excellence's Sample Title Page:

Following the American Psychological Association's Guidelines

The paper's **title** should be centered, bolded, and written in title case. It should be 3-4 lines below the top margin.

FirstName LastName

Department of English, UW-Eau Claire

ENGL 999: Course Name

Dr. Professor's Name

September 2, 2020

APA student papers require **4 major sections**:
1. Title page (page 1)
2. Abstract (page 2)
3. Main body (main content of paper)
4. References (last page(s))
*Note: the appendix comes after the list of references.

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Abstract

The word "**Abstract**" should be bolded and centered on top of the page.

In the abstract for a student paper, you should include the following: your topic, research questions, methods, participants, results, and conclusions. You are to concisely summarize the main points of your paper. The seventh edition of American Psychology Association (APA) style does not give a required length for abstracts; however, abstracts typically do not exceed 250 words. For a professional paper, such as publication in an academic journal, there may be other rules to follow.

Keywords: abstract, student paper, APA style

The main paragraph of the abstract should **not** be indented.

But **do** indent the list of keywords.

Keywords

The abstract should end with a list of keywords that describe the most important ideas throughout your paper. Keywords are used by online readers to help conduct their own research in online databases.

This list should be indented and should look as follows: "*Keywords*:" (Note the italics and colon). All keywords should be lowercase, unless they are proper nouns. Separate each keyword with a comma, and do **not** use a period at the end of the list.

Margins should be one inch on the top, bottom, left, and right side. To change your margins in Microsoft Word, select **Layout | Margins**. Select "normal," as this setting is already set to the typical 1" margins.

Header and Footer margins should always remain at .5 inches.

Following the American Psychological Association's Guidelines

The text of your document should begin on the first line (double-spaced) after your title. The seventh edition American Psychological Association (APA) style has approved new fonts and sizes! You may use the following: 11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode, 11-point Georgia, or the standard 12-point Times New Roman (which was used to write this document). Remember to align your text to the left, leaving the right margin uneven, or *ragged*. You should indent the first line of text in each paragraph of the body of the document.

here. M here. More text here more text here more text here. M

When you want to insert a short quotation by **one author**, you just include it as part of the current line. For instance, in the book *Till We Have Faces* by C. S. Lewis (1963), there is a line that says, "Why should your heart not dance?" (p. 96). This is an example of a **narrative citation**, since the information was introduced directly in the writing, or the narrative. A **parenthetical citation** is listed in parentheses at the end of the paraphrase or direct quotation. It would look like this: I like a line from a book that goes, "Why should your heart not dance?" (Lewis, 1963, p. 96). After **quoting or paraphrasing** something, you must use a citation. A **page number** is only needed when using a direct quotation. Page numbers are not needed in APA when you are paraphrasing the original author's words. Generally, **citations** should have the last name of the author, the year of publication, and the page number, each separated by a comma. If you have already mentioned the author in your text, then you don't need to include it in the parentheses. If you haven't mentioned the author in text, or have talked about other things more recently so that it could be confusing, then include the author's last name in the citation.

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> Examples of citing **multiple authors** can be found in the next paragraph.

Now, let's talk about **multiple authors**. For a source with **two authors**, use an ampersand (&) between the authors' last names, rather than spelling out the word "and." For example, "this is a direct quote from a textbook I am using to write my paper" (Markel & Selber, 2018, p. 99). Or, if I were to use a narrative citation, I would spell out the word "and." For example, I could say that Markel and Selber (2018) said this "really cool thing" (p. 7). When **listing multiple sources in the same parenthetical**, list them alphabetically and separate them with semicolons. So, let's say you provide information from **three sources**, and cite it within the same sentence. The end of the sentence would have a parenthetical of those sources (Hollars, 2013, pp. 18-23; Lewis, 1963; Markel & Selber, 2018, p. 9). Sometimes, sources are written with **three or more authors**, and "et al." is used. For example, Ellis et al. (1975) all agree about the facts (p. 2). Or, it could look like this: (Ellis et al., 1975, p. 2). Isn't learning how to properly cite in APA fun

> Notice the comma after "al" in the parenthetical citation.

You may run into other instances, such as needing to cite an **indirect** or **secondary** source, citing a source with **no author** listed, or other unique instances. Check out the Center for Writing Excellence's (CWE) handout titled, "**APA Style In-Text Citations**" for more details. Or, you can always visit Purdue University's Online Writing Lab, or, better known as Purdue OWL.

Block Quotations

> **Second-level headings**, such as the inclusion of a literature review, are flush left, bolded, and written in title case.
> **Third-level headings** follow the same rules, but they also need to be *italicized*.

A Quick Tutorial for Writing Block Quotations

Let's say there's some really important information you feel you *must* include in your paper, but it's longer than 40 words. Don't fret! Myers et al. (2019)—the contributors of Purdue OWL—sum up what to do quite well in their online sample paper:

Quotations longer than 40 words should be formatted as block quotations. Indent the entire passage half an inch and present the passage without quotation marks. Any relevant page numbers should follow the concluding punctuation mark. If the author and/or date are not referenced in the text, as they are here, place them in the parenthetical that follows the quotation along with the page numbers. (p. 12)

With **block quotes**, the parentheses come after the final punctuation mark. No quotation marks are used. The entire block quotation should remain double-spaced.

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Here is more information regarding **paraphrasing** in the next paragraph.

More text here more text here more text here. More text h

In your papers you may not always want to use direct quotations. When you **paraphrase**, you still need to use a citation. For instance, if I tell you that technical communication is a way for the professional world to effectively and respectfully communicate with other business professionals (Markel & Selber, 2018), then I include the citation because I took that information from a source. Paraphrasing does not require a page number because it is not a word-for-word quotation.

Information regarding using **figures** and **tables** in your paper can be found in Purdue OWL's sample paper, found on pages 16-17. Use this link: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_sample_paper.html. You'll want to check out the student sample paper, but there is a professional sample paper available as well.

Appendices begin after the reference page(s). The word "**Appendix**" should be centered and bolded on the top of the page. The first appendix should be titled "Appendix A," followed by "Appendix B," Appendix C," etc. Start each appendix on a new page.

Remember, the purpose of citations and the References page is to give the reader enough information so that they can find the source.

In APA, the page with your sources is titled "**References**," which should be centered and bolded.

Alphabetize by author's last name. Abbreviate first and middle names. Notice the use of specific punctuation!

References

Baniya, S., & Weech, S. (2019). Data and experience design: Negotiating community-oriented

digital research with service-learning. *Purdue Journal of Service-Learning and*

International Engagement, 6(1), 11–16. https://doi.org/10.5703/1288284316979

Articles in **online academic publications** require DOIs, if available.

Chapter found in an **edited collection**.

Boudinot, R. (2013). An essay and a story about Motley Crue. In B. J. Hollars (Ed.), *Blurring the*

boundaries: Explorations to the fringes of nonfiction. (44-51). Board of Regents of the

University of Nebraska.

Print sources: Only the publisher is needed, not the city.

Note, the **edition** must be listed if it's not the first.

Lewis, C. S. (1963). *Till we have faces.* Harcourt.

Markel, M., & Selber, S. A. (2018). *Technical communication*. (12th ed.). Bedford/St. Martin's.

Myers, M., Paiz, J., Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., & Keck, R.

(2019, December 20). *General format*. Purdue Online Writing Lab.

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_g

uide/general_format.html

If the site name & group/org name are the same, omit the site name, which would typically go after the *title of the page*.

National Institute of Mental Health. (2019, February). *Mental illness statistics.*

https://www.nimh.nih.gov/health/statistics/mental-illness.shtml

Price, R., & Stern, L. (2001). *Mad libs: The original #1 mad libs.* Price Stern Sloan.

Purdue Online Writing Lab (n. d.). *APA sample paper: APA 7 student paper.*

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_g

uide/apa_sample_paper.html

If the date of publication is unknown, write "(n. d.)." in lieu of the date.

The "references" page should be double spaced, and each entry should use a hanging indent. To create a hanging indent, highlight all references, then right-click and select **Paragraph**. Under the "**indents and spacing**" tab, select **Hanging** from the drop-down menu under "**special**."

If you have more than one entry with the same author, list them chronologically by the date the source was published.