

**APA Research Manual: A Guide for KHS Students**

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Sample Student APA Paper follows

## Research Paper Guidelines (1)

This manual does not include information regarding note card format, plagiarism, and the search process. This information is included in the Preparing the MLA Research Paper: A Guide for Keene High School Students and students should refer to that manual for this information. The format of this manual is different from the MLA manual because it reflects APA style writing and is organized in APA style. One example of this is the format for the headings throughout the manual; to aid students in understanding the use of headings, the level of heading used is indicated in parentheses throughout this manual. For an APA research paper, students should not include numbers in parentheses. **Because KHS students are used to an outline format for MLA and not headings, the headings used in this manual follow the MLA outline format on page 12 to demonstrate how the headings are used.** This manual follows the guidelines in the sixth edition of the *Publication Manual of the American Psychological Association* (2010).

## APA Format - Why Use It? (1)

There are many reasons to use APA style writing. It is a more direct, utilitarian style than MLA and lends itself to particular disciplines.

### Purpose (2)

Rules for the preparation of manuscripts should contribute to clear communication. These rules introduce the uniformity necessary to convert manuscripts written in many styles to printed pages edited in one consistent style. They spare readers a distracting variety of forms throughout the work and permit readers to give full attention to content.

### Writing Style (2)

The writing style should be concise, precise, and utilitarian. Clarity is essential; omit all extraneous words. Sentences are simple and compound only. Active voice is a must. Do not use repetition; state something once. Be explicit in stating information, but do not be overly detailed. Use specific examples to support general statements, but one example should be enough.

### Assumptions About Author and Audience (2)

APA format assumes that the author has completed extensive research, particularly literature reviews (peer reviewed documents), and has a background in the topic. The audience is reading the information because they have some background knowledge regarding the topic, are interested in learning more about the topic, or are reviewing the paper for a literature review.

### This Manual (2)

The KHS English Department created this manual to aid in the process of writing an APA style paper. KHS requires that students follow the MLA format for grades 9 through 11 when writing a research paper. Use this manual for those teachers who require research papers

that follow the APA format. Always ask the teacher / professor if s/he requires any modifications to this APA format.

### **Content of Paper (1)**

For a typical APA research paper at KHS, teachers will ask students to complete a literature review. For a literature review, consider the sources available for use. When researching sources, evaluate the research / source and judge that it makes an important contribution to the field. Sources obtained from the Keene High School databases (ABC-Clio, Biography Resource Center, and EBSCOhost, for example) are authentic, reliable / credible, and current.

The web address for EBSCOhost is <http://search/epnet.com/> and the user name is Drew and the password is 03431. You may access this on any computer that has internet privileges, including home computers.

### **Order of Paper (1)**

An APA paper follows a specific format. Writers may not use all of the sections listed below, but should follow this order for the sections that are used.

- title page with author's name, institutional affiliation, date, and running head for publication
- abstract
- text
- references
- author note
- footnotes
- tables
- figure captions
- figures
- appendices

**Note:** For high school and undergraduate studies, most papers will only include the title page, abstract, text, and references. When in doubt, always refer to the teacher or professor.

### **Grammatical and Mechanical Rules (1)**

The following are rules for APA style writing. Students should be familiar with most of these grammatical and mechanical rules.

#### **General Rules and Formatting (2)**

Many of these rules are similar to MLA style rules; however, some of the punctuation is different.

- Type every page with a 1" margin.
- Do not justify the right margin; justify only the left margin.
- Do not break words at the end of a typed line. APA style papers do not use hyphenation.

- Always double space.
- Page numbers begin with title page.
- The preferred font is size 12 Times Roman.
- Paragraphs are indented 5 to 7 spaces.
- Use italics, not underlining, for titles.
- Do not use one sentence paragraphs.
- Avoid lengthy paragraphs. They should be no longer than one double-spaced page.
- Avoid biased and pejorative language. For example, don't use "men" to refer to all adults.
- Use one space after all punctuation. However, do not space after internal periods in abbreviations such as U.S.
- Use no space before or after hyphens. An example is "The results were correlated to another study trial-by-trial."
- A dash is represented as two hyphens with no space before or after. An example is "Studies--published and unpublished--are found in the book."
- A minus sign requires a space before and after. An example is "10 - 5 = 5."
- A negative value requires a space before but not after. An example is "It read -5.25."

### **Quotations and Quotation Marks (2)**

- Short quotations of fewer than 40 words should be incorporated into the text and enclosed by quotations marks.
- Long quotations of 40 or more words do not use quotations marks. Do not single space them. Indent 5 to 7 spaces from the left margin (same as a paragraph indent) for the entire quotation. If longer than one paragraph, indent the first line of each additional paragraph 5 to 7 spaces more (only the first line).
- Type ellipsis points (used to indicated omissions within a sentence) by using three periods with spaces before and after the periods. If indicating omissions between two sentences, use four periods.
- Periods belong inside the quotation marks. Other punctuation (a question mark) is outside the quotation marks unless part of the quotation.
- Use quotation marks to set off titles of articles.
- Use quotation marks for slang words and invented or coined phrases.

### **Abbreviating (2)**

- Use sparingly; APA style prefers no abbreviations unless they are acronyms.
- If using acronyms, spell out the abbreviation in full the first time it is used.

### **Numbering (2)**

- Use Arabic symbols with numbers 10 and above unless being compared with numbers 10 and below.
- Spell out a number if it begins the sentence.
- To make plurals out of numbers, add "s" only.

## **Instructions for Individual Parts of the Paper (1)**

The paper consists of three main parts: the abstract, the literature review with citations, and the references. Each section requires a specific format.

### **Abstract (2)**

The second page of the paper contains the abstract. This is a brief, comprehensive summary of the paper. It needs to be accurate, self-contained, concise, specific, non-evaluative, coherent, and readable. It should reflect the purpose and content of the paper.

It should not be longer than one page. It is easiest to use the topic sentence of each level one and / or two section of the paper.

Type the word “Abstract” (with no quotation marks) centered at the top of the page. Use block format with no indented paragraphs.

### **Headings (2)**

Headings are used to organize the paper. The headings correspond to the levels in the paper. For MLA, an outline is used; APA uses headings in the paper itself. The headings are similar to the headings used in a MLA outline. Follow the instructions below to use headings correctly.

- Use headings to organize the paper and to establish the importance of each topic.
- Make all topics of equal importance use the same level of heading throughout the manuscript. In an MLA paper, equal importance is indicated by the numbering or lettering in an outline: those items in Roman numerals are equal, as are those in capitals and lower case, etc.
- Remember that headings function as an outline to reveal the manuscript’s organization.
- Use at least two subsection headings within any given section (just like an outline).
- Use two to five levels of headings.
- Do not label headings with numbers or letters.

### **Format for headings. (3)**

Unlike the MLA outline which allows an infinite number of possible headings / topic, there are only five levels of headings for an APA style paper. Use the following styles for the five headings. The correct heading style for levels 1 - 3 has been used in this manual as an example.

- Level one = **Centered, Boldface, Uppercase and Lower Case Heading**
- Level two = **Flush Left, Boldface, Uppercase and Lowercase Heading**
  - Level three = **Indented, boldface, lowercase heading ending with a period.**
  - **Level four = *Indented, boldface, italicized, lowercase ending with a period.***
  - Level five = *Indented, italicized, lowercase heading ending with a period.*

**Note:** Unless the paper is of significant length (25+ pages), writers rarely use level five headings.

**Note:** Levels 3 – 5: The first letter of the first word is uppercase.

**examples of headings and format. (3)****Seasonal Affective Disorder (level 1)****General Symptoms (level 2)****Emotional effects. (level 3)*****Anti - social behavior.* (level 4)*****Lack of eye – contact.* (level 5)****Running Head (2)**

Every page includes an abbreviation of the title in the top left corner with the page number of the manuscript in the top right corner. This includes the title page and reference page. Do not include author name in the running head. Use the header function in the word processing program to create this easily.

**Citations (2)**

Only cite information that is not universally agreed upon and therefore raises questions or that is a new item that has not yet been proven. Cite statistics and numbers; document claims people make that are not universally proven. Cite direct quotations. There are two different formats for citing information.

**Format for quotations. (3)**

The format for citing quotations includes the author's last name, year of publication, and page or paragraph number. The information listed below explains this format in depth.

- For a direct quotation in the text, provide the author's last name, year of publication, and page or paragraph number. Place commas between the author's last name and year of publication and the page or paragraph number. EX: (Smith, 2004, p. 206)
- If citing at the end of the quotation, do not use end punctuation in the quotation. Use end punctuation after the citation. EX: "Of the 202 people in the study, 56 responded positively to the treatment" (Smith, 2004, p. 206).
- If quoting in mid-sentence, cite the source in parentheses immediately after the quotation marks and continue the sentence.
- If using a block quotation (40 words or more), cite the quoted source in parentheses after the final punctuation mark.

**Format for statistics, numbers, and paraphrasing. (3)**

The format for citing statistics, numbers, and paraphrasing is similar to citations for quotations except the page or paragraph number is not included. The information listed below explains this format in depth.

- For a statistic, number, or paraphrase only include the author's last name and year of publication. Place a comma between the author's last name and year of publication. EX: (Jones, 2003)
- For statistics and numbers, if author is mentioned in the sentence, only include the year of publication in the citation. EX: (2003)
- Always cite the year and the author the first time the source is referenced in a paragraph. After that, as long as it is in the same paragraph, only cite the author. EX: (Jones)

### **Format for multiple authors. (3)**

The following information explains how to cite information when the source is not the standard one author style.

- If the source has two authors, cite both names.
- If the source has three to five authors, cite all authors the first time the reference occurs; for subsequent references use first author's name and "et al."
- If the source has six or more authors, cite only name of first author and "et al."
- If a group is the author, spell out the group in full first time citing it; after that you may use abbreviations.
- If a work has no author, use the first few words of the reference list entry (usually the title).
- If a work is designated "Anonymous" use "Anonymous" as the author.
- Anything you reference in the paper must be included in the reference page.

### **References (2)**

Include all references used to write the paper in the references page. Write the word "References" without quotation marks at the top of the paper, capitalize the first letter only, and center it. Do not underline or bold the word. The information listed below explains how to organize references on the page.

- Arrange entries in alphabetical order.
  - alphabetize letter by letter (Brown, J. R. precedes Browning, A. R. ).
  - alphabetize M', Mc, Mac literally and not as if all are spelled Mac (disregard apostrophes: MacArthur precedes McAllister; MacNeil precedes M'Carthy).
  - alphabetize entries with numerals as if the numerals chronologically. Macomber, J., II precedes Macomber, J. III.
- If using more than one source from same author:
  - alphabetize and arrange by earliest publication date.
  - one entry author precedes multiple author entries beginning with same last name. (Kaufman, J. R. precedes Kaufman, J. R. & Cochran, D. F.)
  - references with the same first author and different second or third author are arranged alphabetically by the last name of the second author, and so on.
  - references with the same authors in the same order are arranged by earliest year of publication.
- An anonymous source is alphabetized by the word "Anonymous."

- A source that has no author is arranged, alphabetically by the first significant word of the title.
- Do not indent the first line of the reference. Indent all subsequent lines.
- Double space the entire references page.
- If references take up more than one page, do not retype the word “References” on subsequent pages.

### Sample References (1)

## Print Media

### Book

Author’s last name, First initial. (Year of publication). Title of book with only first word capitalized unless a proper noun or first word following a colon. City where published: Publishing company. (pages numbers if entire book is not used).

Beck, C. (2004). *Teens and teen depression: Suicide in the young*. Washington, D.C.: MacMillan (pp. 122 - 128).

### Periodical (including journals, magazine, scholarly newsletters)

Author’s last name, First initial. (Year of publication, Month Date). Title with only first word capitalized unless a proper noun or first word following a colon. *Title of periodical*, volume or edition number (issue number), page numbers.

Brown, M., & Palmer, S. (2003, May 17). When people are sad and depressed. *Psychology Today*, 24(2), 9-15.

### Newspaper

Author’s last name, First initial. (Year of publication, Month Date). Title with only first word capitalized unless a proper noun or first word following a colon. *Title of Newspaper*, section letter and page numbers.

Smith, J. (2005, September 30). Teen depression on the rise. *The Keene Sentinel*, pp. C3.

## Electronic Sources

### Document Deposit Service (examples: ERIC or NTIS):

Author’s last name, First initial. (Year of publication, Month Date). Title with only first word capitalized unless a proper noun or first word following a colon. *Title of Source*, Volume

or edition number if available (issue). Pages if available. URL

Frank, G. (2004, May 25). What makes you frown instead of smile? *Journal of American Medical Association*, 22(12), pp. 313 - 318. <http://www.eric.ed.gov>

### **Message Posted in online forum or discussion group**

Author's last name, First initial (if available, otherwise use screen name). Date of posting.

Subject line of the message or thread name. [Description of message]. "Retrieved from"

URL

BookMarkML. 14 May 2009. No one has read this book yet [review of Dan Brown's *The Lost Symbol*]. Retrieved from <http://search.barnesandnoble.com>

### **Online Newspaper**

Author's last name, First initial. (Year of publication, Month Date). Title with only first word

capitalized unless a proper noun or first word following a colon. *Title of Newspaper*,

"Retrieved from" URL

Smith, J. (2005, September 30). Teen depression on the rise. *The Keene Sentinel*, Retrieved from <http://www.sentinelsource.com>

### **Online Periodical**

Author's last name, First initial. (Year of publication, Month Date). Title with only first word

capitalized unless a proper noun or first word following a colon. *Title of periodical*,

volume or edition number (issue number), "Retrieved from" URL

Brown, M., & Palmer, S. (2003, May 17). When people are sad and depressed. *Psychology Today*, 24(2), Retrieved from <http://www.psychologytoday.com>

### **World Wide Web**

Author's last name, First initial or sponsoring agency. (Year of publication, Month Date).

*Title with only first word capitalized unless a proper noun or first word following a colon.* "Retrieved from" URL

American Cancer Foundation. (2003, June 8). *Depression in teens with cancer*. Retrieved

from <http://www.acf.org>

### **Movies**

Last Name, First Initial. (Producer), & Last Name, First Initial. (Director). (Year of production).

*Title of movie* [Motion picture]. Country of origin: Name of production company.

Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). *You can count on me*  
[Motion picture]. United States: Paramount Pictures.

### **Podcast**

Last Name, First Initial. (Producer). (Date of production). *Title*. [Audio podcast]. "Retrieved  
from" URL

Conan, N. (Producer). (July 25, 2005.) *What's on the horizon for hurricane season?* [Audio  
*Podcast*]. Retrieved from <http://www.npr.org>

### **Single Episode of a Television Series**

Last name, First initial. (Writer), & Last name, First Initial. (Director). (year of production). Title  
of episode [Television series episode]. *Title of series with only first word capitalized*  
*unless a proper noun or first word following a colon*. City of production company: Name  
of production company.

Hall, B. (Writer), & Bender, J. (Director). (2001, October 17) The rules of the game  
[Television series episode]. *I'll fly away*. New York: New York Broadcasting  
Company.

### **Personal Communications (E -mails, messages, personal interviews)**

Personal communications are not included on the reference page but may be used in the paper.  
Cite personal communications in the text only.

(Name of person interviewed, personal communication, Date interviewed)

(T.D. Lions, personal communication, September 21, 2003)

**Multiple Authors for all types of sources****For six or fewer authors, include all authors**

Brown, T., Smith, M., Jones, D., & Rogers, C. - follow rest of format for type of source

**For seven or more authors, include only to six authors**

Brown, T., Smith, M., Jones, D., Rogers, C., Fowers, B. J., White, T.O., & et al. - follow rest of format for type of source

**MLA Outline Format (1)**

APA Style Research Paper

I. Research Paper Guidelines

II. APA Format - Why Use It?

A. Purpose

B. Writing Style

C. Assumptions About the Author and Audience

D. This Manual

III. Content of Paper

IV. Organization of Paper

V. Order of Paper

VI. Grammar / Mechanical Rules

A. General Rules / Formatting

B. Quotations / Quotation Marks

C. Abbreviating

D. Numbering

VII. Instructions for Individual Parts of the Paper

A. Abstract

B. Headings

1. Format for Headings

2. Examples of Headings and Format

C. Running Head

D. Citations

1. Format for Quotations

2. Format for Statistics / Numbers / Paraphrasing

3. Format for Multiple Authors

E. References

VIII. Sample References

