How to Format a Formal Research Paper Using the APA Citation Style

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Education 432
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Center and double space your name and the name of your college, university, or institution.

Center and double space the course title and number, the instructor, and the date.
Abstract

Some assignments will call for an abstract. An abstract is a summary of your paper. An abstract should be short and concise but include the topic of your paper, the main points you are writing about, and the conclusions you reach.

Include a brief sentence summary for all sections of your paper. An abstract is typically 150-250 words long.
Running head: APA FORMAL RESEARCH PAPER

How to Format a Formal Research Paper Using the APA Citation Style

After your title, begin your paper with your introduction. Do not use the word Introduction as a heading. It is understood that the opening paragraph of your paper is your introduction. The APA suggests the following set up for an introduction: Introduce the problem, explore the importance of the problem, describe relevant scholarship, and explain your approach to solving the problem. This may vary depending on your assignment.

The Body of your Paper

After you write the introduction, you will develop the body of the paper. In a formal psychology paper documenting an experiment, the standard structure for an experiment is: Method, Results, Discussion. Each of these sections would use a heading to guide the reader through the paper. The paper ends with References, Footnotes, Appendices and Supplemental Materials. Consult the Publication Manual of the American Psychological Association 6th edition for further guidelines.

For Papers Other than Original Psychology Experiments

If you are using the APA format to write a formal paper but are not writing up a psychology experiment, use descriptive headings to describe the various sections of your paper. The paper ends with References. You can include Footnotes, Appendices, and Supplemental Materials if appropriate (see Footnote 1). The body of your paper will largely be determined by the assignment you are working on. Use your college writing center for help with...
developing the body of your paper after you have written your first rough draft.

**How to Cite Sources in Your Paper**

Any time you use outside research (newspapers, magazines, books, websites) you must cite your source. The APA requires you to include a brief citation in the body of your paper (called an In-Text citation). This gives your reader enough information to find the full citation located on your References page at the end of your paper. Consult an APA style guide to see the proper format for including In-Text citations.

**Block Quotations**

Here is an example of an in-text citation—Robert Monge (2009) notes, “Most In-Text citations are relatively short. They usually are no more than three or four sentences long” (54). If you have a quotation that is longer than 40 words than you must use a block quotation.

Robert Monge (2009) points out:

The block quote is used for direct quotations that are longer than 40 words. The block format is a freestanding quote. This means you do not include quotation marks. Instead, you introduce the block quote on a new line using the author and year. Use a colon to set up the quote. Indent your entire quote ½ inch or 5-7 spaces. Include the page number at the end of your block quote outside of the ending period. (55)
References


Footnotes

Footnotes appear after your reference page

Center the word Footnotes

Footnotes should not be longer than one paragraph

Footnotes

1 Content footnotes are used to provide additional information about a point of discussion in your paper. Copyright permission footnotes are used to cite long sets of data, studies, tests, tables that have been reprinted or adapted.

Footnotes should use consecutive superscripted numbers in text with corresponding entries on a separate Footnote page after the References page.
Appendix

An Appendix is used to include materials that are brief and can be presented in a print format. It can include lists, tables, photographs, charts, graphs, and other information used to illustrate the main points in your body paragraphs.

Use parenthesis to point your reader to an appendix (See Appendix for complete chart). If you only have more than one appendix, label your Appendices: Appendix A, Appendix B, Appendix C, etc.)