APA Format

Sections and Headings
APA research papers are divided into sections. The format of the headings for each section is determined by the number of subsections within the paper. Below is information regarding the different sections and heading formats for the most common structure used by Research Methods students.

- **Title page** – First page
- **Abstract** – Second page. The term “Abstract” is centered (not bold)
  - This is a summary of the entire study. It must be between 150-250 words. The first line is not indented. Any numbers in the abstract should be written as figures (e.g., There were 2 independent variable)
- **Introduction** – Starts on the 3rd page. The title is centered at the top (not bold)
  - This section reviews what previous research has found on the topic. It starts a little general and then narrows down to focus on the specific variables of the study. It should include a description of what has been found (and how it has been tested). It should also include theoretical explanations for the findings. The introduction ends with a statement of what is missing in the field and the hypotheses of the current study.
- **Method** – Continues right after the introduction (not on a new page). The heading is centered and bold. Subheadings (Participants and Design, Materials, Procedure) are bolded and flushed left
  - This section is divided into subsections
    - Participants and Designs
      - Include information about the number of participants (including demographics like age, race, and sex). It also includes information about how participants were selected.
      - Includes information about the type of design used and identifies all variables
    - Materials
      - Describes all materials used in the study
    - Procedure
      - Gives step by step instructions of how the study was carried out
• **Results** – Continues right after the method (not on a new page). The heading is centered and bold
  - This section gives statistical descriptions of the results
• **Discussion** – Continues right after the results (not on a new page). The heading is centered and bold.
  - This section summarizes results, relates it back to previous research, provides theoretical explanations and implications of findings, describes limitations, and gives suggestions for future research.
• **References** – Starts on a new page. The heading is centered (not bold)
• **Appendix** – Starts on a new page. The heading is centered (not bold)
  - Copies of the materials are often placed here

The Manuscript’s Complete Title

This is your introduction. This is where you write your literature review and discuss research that has been conducted…..

**Method**

**Participants and Design**

One hundred and twenty participants were recruited from psychology courses at colleges in southern California. The sample consisted of 82 females and 42 males, with a mean age of 19…

**Materials**

Materials included …..

**Procedures**

College students signed up to participate and were brought into a lab. After signing an informed consent form, each participant read written case facts, statements from the prosecution, and …

**Results**

**Discussion**

References (on it’s own page)
General Rules

- The entire paper should be double spaced
- Use 1” margins
- Text is left justified
- Use the Oxford comma (e.g., Jill, Jane, and Ginny)
- Number rules
  - General rule is if the number is under 10, use words (e.g., There were three groups….). If the number is 10 and over, use figures (e.g., There were 27 participants….)
    - Major exception: Use words if a number is the first word of a sentence (even if it is 10 and up).
      - Example:
        - Two hundred participants were recruited from psychology classes.
  - There are several other exceptions. Students should reference their APA manual
    - Some exceptions
      - Use only figures in the abstract
      - Use figures when numbers represent dates, time, scores, ages, or points on a scale. (2-year olds, scored 4 on a 7-point scale)
Title Page
The title should include a running head, title of the paper, your name, and your affiliation. The running head should be in the header of your paper (i.e. use the header/footer option). It starts on the top left corner of the paper. It is an abbreviated title, with no more than 50 characters. On the title page, include the words “Running head:” before the abbreviated title (which should be in all caps). All subsequent pages should have the abbreviated title in the header but without the words “Running head.” The page numbers will be on the same line, but flushed right. They should appear on every page. The title of the paper should be centered in the upper part of the page. Your name and affiliation goes right below that. Everything should be double-spaced. Below is a sample of a title page and the second page.

Follow these steps in Microsoft Word.
1. Click on the header (or click on View, then Header and Footer).
2. Click on the box that says “Different First Page”
3. Type your running head (make sure it is the same font as the rest of your paper)
4. Click on “insert” then “page number.” Some versions ask for the position placement. I think the easiest to click on “current position” then tab it over to the right side (so it is at the 1 inch margin point)
5. Double click out of the header and into the body of the paper and add the remaining information for your title page
6. Click “enter” until you get to the next page (page 2)
7. Click on the header (or click on View, then Header and Footer).
8. Type your abbreviated title (without the words “Running head:”)
9. Click on “insert” then “page number.” Some versions ask for the position placement. I think the easiest to click on “current position” then tab it over to the right side (so it is at the 1 inch margin point)
10. All done – the other pages will automatically add the header.

Running head: POWERPOINT

Using PowerPoint in the Classroom as a Learning Tool
Netta Schroer
Palomar College

Abstract
This is the second page. The abbreviated title is in the header but without the words “Running head:”….
Citing References in Text

When you use information from another source, you must cite that source in the text. Citing must be done for direct quotes, paraphrasing, and when you mention another person’s work. When you cite, you must include the author(s)’ last names and publication year. If you are quoting directly, you must include quotation marks and a page number.

All citations refer to the author(s) and publication date. There are two main ways to cite sources. The first is to cite within the sentence. The second is to cite at the end of the sentence in parentheses. If there are 2+ authors, use the word “and” when citing within the sentence and the symbol “&” when citing it at the end of the sentence in parentheses.

Citing when paraphrasing:

Consistent with the Story Model, Pennington and Hastie (1988) demonstrated that mock jurors were more persuaded by a story when it was easy to construct.

OR

Research has demonstrated that mock jurors were more persuaded by a story when it was easy to construct (Pennington & Hastie, 1988).

In addition to easily classifying persons and events, these stored representations permit individuals to more easily remember material to which they have been exposed (Cohen, Stanhope, & Conway, 1992).

Citing when quoting:

According to Nisbett and Ross (1980), information is vivid “to the extent that it is (a) emotionally interesting, (b) concrete and imagery provoking, and (c) proximate in a sensory, temporal or spatial way” (p. 45).

OR

Information is vivid “to the extent that it is (a) emotionally interesting, (b) concrete and imagery provoking, and (c) proximate in a sensory, temporal or spatial way” (Nisbett & Ross, 1980, p. 45).
Other Citation Rules

- If there are 1-2 authors, cite the author or authors every time along with the publication date.
- If there are 3-5 authors, list all the first time with the publication date. In subsequent citations, you list the first author followed by “et al.” and the publication date.
  - For example, in first citation write:
    - Smith, Bowers, and Fitch (2005) found that
  - In subsequent citations, write:
    - Smith et al. (2005) argued that
- If there are 6+ authors, list the first author followed by “et al.” and the publication date every time.
  - For example, if the authors are Jones, Brown, Miller, Smith, Jacobs, Roberts, and Young, cite it every time as:
    - Jones et al. (2004) found that
- If multiple sources support a point made in the paper, you can list all of them in the parenthetical citation. List the separate studies in alphabetical order (based on the first author’s last name) and divide the sources with a semicolon.
  - For example: The use of medication such as Ritalin is becoming increasingly common (Barr, 1983; James & Allen, 1991; Smith et al., 1989).
- Do NOT include authors’ first names, university affiliation, or title of the article.
- Do NOT change the order of the names for the authors of a source.
References

Your references should begin on a new page with the title “References” centered on the top of the page. The heading is not bold. The first line of each reference should be flushed left with the additional lines indented .5 inches. The doi (digital object identifier) should be included when it is available. If an article does not have a doi, end the reference with the page numbers and a period.

Your reference section should only include references that were cited in your paper. Similarly, you must include references for all citations in your manuscript. References should be listed in alphabetical order according to the first author.

Journal article

General Journal Format

Author Last Name, Author First Initial. Author Middle Initial. (Year of Publication). Title of article. Title of Journal, volume number(issue number), page numbers. doi number

One Author:


Two Authors:


Three to Seven Authors:

More than Seven Authors: list first six authors followed by … then list last author


Book

Author Last Name, Author First Initial. Author Middle Initial. (Year of Publication). Title of book. Place of Publication: Publishing Company.


Book Chapter


Online Magazine Article


Online Newspaper Article


Paper Presentation or Poster Session:

Presenter, A. A. (Year, Month). Title of paper or poster. Paper or poster session presented at the meeting of Organization Name, Location.
Motion Picture

Music Recording
Writer, A. (Copyright year). Title of song [Recorded by B. B, Artist if different from writer]. On Title of album [Medium of recording: CD, record, cassette, etc.] Location: Label. (Date of recording if different from song copyright date)

Online Posts - General

• If the author's full name is available, list the last name first followed by initials. If only a screen name is available, use the screen name.
• Provide the exact date of the posting.

Message Posted to a Newsgroup, Online Forum, or Discussion Group
Rampersad, T. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions [Online forum comment]. Retrieved from http://www.wipo.int/roller/comments/ipisforum/Weblog/theme__eight_how_can_cultural#comments

Blogpost
For additional information, you can reference:
https://owl.english.purdue.edu/owl/resource/560/01/

**Library Research:** If students need help finding articles (but only for Psyc 230), they can contact the librarians at CSUSM. The librarian who works with us changes on occasion, but Yvonne will be able to direct them to the right person. They should also have the librarians name and number from when we first met him/her at the start of the semester.

CSUSM Psychology Librarian:
Yvonne Nalani Meulemans
ymeulema@csusm.edu

Students from classes other than Psyc 230 that can see a Palomar librarian for help with their research.

For any questions, you can contact Netta Schroer in the Psychology Department
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