

APA Guidelines for Student Papers
(Holt, Hewitt, and Pijanowski)
Educational Leadership Program Area
CIED Department
College of Education and Health Professions
University of Arkansas

All numbered information items, examples, and references are taken from the:

Publication Manual of the American Psychological Association (6th ed.). (2009). Washington, DC: American Psychological Association.

1. There should be four sections in the paper: Title Page, Abstract, Text, and References.
2. Use 8 1/2 X 11 in. white copy paper.
3. Use Times New Roman at 12 points (8.03).
4. Use minimum margins of 1 inch on top, bottom, left, and right (8.03).
5. Double space (8.03).
6. Include a page header at the top of every page with the title flush left and the number flush right.
7. On the cover page use: Running head: TITLE OF PAPER.
8. On remaining pages use: TITLE OF PAPER.
9. Include a title page (see sample at end of this guideline) with title, author's name, institutional affiliation, and a running head for publication. On this title page, number it page 1. The title, byline (author's name), and the institutional affiliation are centered on the page and double-spaced in uppercase and lowercase letters (2.02).
10. The title should be a summary of the main topic, an identification of the issues, and any relationships. The length should be no more than 12 words, centered using upper and lower case letters (2.01).

11. Type a short abstract of 150 to 250 words on a separate page numbered page 2. The label **Abstract** is in **bold** uppercase and lowercase letters, centered, on the top line of the page. The abstract is a single paragraph in block format without indentation (2.04).
12. The text should start on a separate page, numbered page 3 (2.05 - 2.10).
13. Start the reference list on a new page. Type the word **References** in **bold** in uppercase and lowercase letters, centered, at the top of the page. Double-space all reference entries. References, in alphabetic order, are on the separate page, numbered as the final page(s). In addition, each reference must be cited where it is used in the text. APA publishes references in a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented (2.11).
14. There are five levels of headings in an APA paper:
 - a. **Centered, Bold, Upper and Lower Case**
 - b. **Flush Left, Bold, Upper and Lower Case**
 - c. **Indented, bold, lowercase ending in a period**
 - d. *Indented, bold, italics, lowercase ending in a period*
 - e. *Indented, italics, lowercase ending in a period* (3.04).
15. Space once after commas, colons, semicolons, after periods that separate parts of a reference section, and after the periods of the initials of personal names. Exception: Do not space after internal periods in abbreviations (e.g., a.m., i.e., U.S.) or around colons in ratios (4.01).
16. Space twice after punctuation marks at the end of a sentence (4.01).

17. Short quotations of fewer than 40 words should be incorporated into the text and enclosed by double quotation marks (“”). Include the author's last name, the date of publication, and the page number.
18. Long quotations of 40 or more words should be in a double-spaced block with no quotation marks. Do not single-space. Indent five spaces from the left margin without the usual opening paragraph indent. If the quotation is more than one paragraph, indent the first line of second and additional paragraphs five spaces from the new margin. Include the author's last name, the date of publication, and the page number.
19. A great problem for writers is projecting “who is talking.” How do you write or construct a sentence showing – who is talking? (e.g., “In a study by Mosberg (1996), it was concluded that school districts spent their money in remarkably consistent proportions, regardless of their wealth and that the bulk of funds went to instructional services. However, Mosberg indicated that large differences in wealth and student need across schools and districts strongly affected performance”). This example, taken from a May 2000 University of Arkansas dissertation entitled *A Relationship Study Of Instructional Costs And Student Performance Variables Among Public Elementary And Secondary Schools Of The United States* by Stacy Emmanuel Richardson, demonstrates how to project the “person talking.”
20. Tables and Figures - Number all tables and figures with Arabic numbers like Table 1, Table 2 or Figure 1, Figure 2 (5.05).
21. Table Layout:
Table 1
Numbers of Children With and Without Proof of parental Citizenship (5.08).

22. Figure Layout:

Figure 1. Theory Through a Set of Path Models (5.22).

23. Refer to the sixth Edition of the APA Publication Manual (2009) for all other questions.

24. Reference examples (7.01):

a. Journal article, one author

Mellers, B. A. (2000). Choice and the relative pleasure of consequences.

American Psychological, 126, 910-924.

b. Journal article, two authors, journal paginated by issue

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

c. Book (7.02)

Author, A. A. (1967). Title of work. Location: Publisher.

Author, A. A. (1997). Title of work. Retrieved from <http://www.xxxxxxx>

Author, A. A. (1967). Title of work. doi:xxxxx

Editor, A. A. (Ed.). (1986). Title of work. Location: Publisher.

d. Chapter in a Book (7.02)

Author, A. A., & Author, B. B. (1995). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), Title of book (pp. xxx-xxx). Location: Publisher.

Author, A. A., & Author, B. B. (1993). Title of chapter or entry. In A. Editor & B. Editor (Eds.), Title of book (pp. xxx-xxx). Retrieved from <http://www.xxxxxxx>

- e. Doctoral dissertation abstracted in Dissertation Abstracts International (DAI) and obtained from the university or from a web (7.05):

Appelbaum, L. G. (2005). Three studies of human information processing:

Texture amplification, motion representation, and figure-ground segregation.

Dissertation Abstracts International: Section B. Sciences and Engineering, 65(10), 5428.

Bruckman, A. (1997). MOOSE Crossing: Construction, community, and learning

in a networked virtual world for kids (Doctoral dissertation, Massachusetts

Institute of Technology). Retrieved from [http://www-](http://www-static.cc.gatech.edu/~asb/thesis/)

[static.cc.gatech.edu/~asb/thesis/](http://www-static.cc.gatech.edu/~asb/thesis/)

- f. Video blog post (7.11)

Norton, R. (2006, November 4). How to train a cat to operate a light switch

[Videofile]. Retrieved from

<http://www.youtube.com/watch?v=Vja83KLQXZs>

- g. Newspaper article

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The*

Washington Post, pp. A1, A4.

- h. Online newspaper article

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New*

York Times. Retrieved from <http://www.nytimes.com>

i. Internet (on-line information)

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A.

(1993). Role of early supervisory experience in supervisor performance.

Journal of Applied Psychology, 78, 443-449. Retrieved from

<http://www.website.address.html>

j. U.S. Supreme Court case (Appendix 7.1 Reference to Legal Materials)

Brown v. Board of Educ., 347 U.S. 483 (1954).

k. State Court of Appeals case (Appendix 7.1 Reference to Legal Materials)

Texas v. Morales, 826 S.W.2d 201 (Tex. Ct. App. 1992).

l. Appealed court case (Appendix 7.1 Reference to Legal Materials)

Durflinger v. Artiles, 563 F. Supp. 322 (D. Kan, 1981), aff'd, 727 F.2d 888

(10th cir. 1984).

Text citation:

Durflinger v. Artiles (1981/1984)

Writing Guidelines for an APA Paper

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