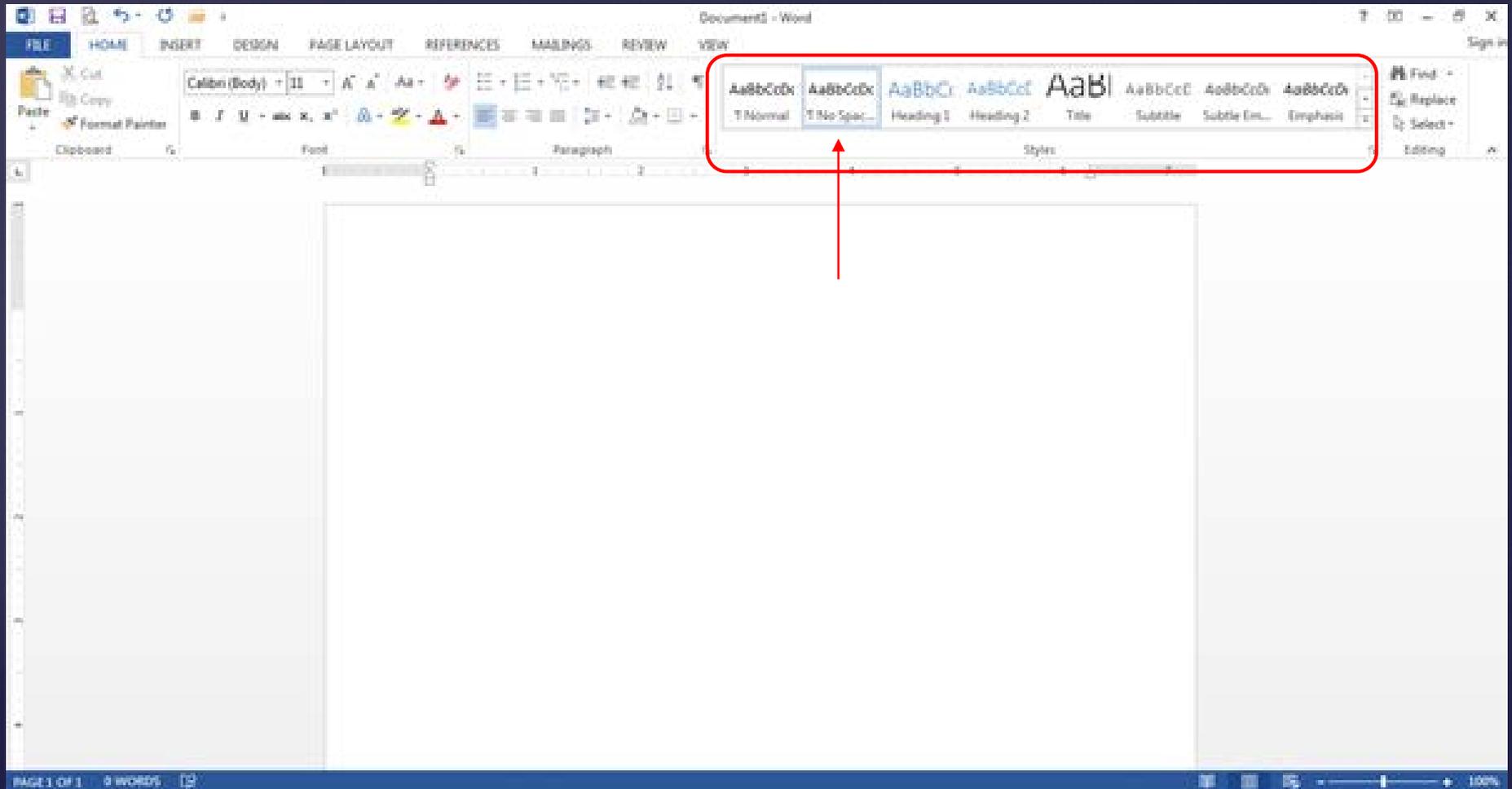


Writing APA Style Papers

Formatting

- Papers should be typed, double-spaced, on standard sized paper (8.5 x 11), with 1" margins and size twelve font, Times New Roman throughout.
- Directions:
 - Open a new document
 - Select "No Spacing" option under **Styles**
- Open the Font dialog box
 - **Font:** Times New Roman
 - **Font Style:** Regular
 - **Size:** 12
 - Click **Default**
- Open the Paragraph dialog box
 - **Line spacing:** Double
 - Check the **Don't add space between paragraphs of the same style** box
 - Click **Default**
- Click Page Layout → Margins → Normal (1" all around)

Styles



Margins

The screenshot shows the Microsoft Word interface with the 'Page Layout' ribbon selected. The 'Margins' button in the ribbon is highlighted, and its dropdown menu is open. The menu lists several margin settings with their respective top, bottom, left, and right values. A red arrow points to the 'Normal' setting.

Margin Setting	Top	Bottom	Left	Right
Last Custom Setting	0.5"	0.5"	0.2"	0.2"
Normal	1"	1"	1"	1"
Narrow	0.5"	0.5"	0.5"	0.5"
Moderate	1"	1"	0.75"	0.75"
Wide	1"	1"	2"	2"
Mirrored	1"	1"	1.25"	1.25"
Office 2003 Default	1"	1"	1.25"	1.25"

Custom Margins...

Elements of APA Style Papers

- Title page
- Abstract
- Introduction
- Method
- Results
- Discussion
- References
- Supplemental materials: tables, figures, appendixes
- [Purdue OWL](https://owl.english.purdue.edu/owl/resource/560/01/) (https://owl.english.purdue.edu/owl/resource/560/01/)

Title Page

- All size 12 font!!!
- Header: **Running head: ABBREVIATED TITLE** (all caps) flush left, page number flush right
 - Maximum 50 characters (letters, spaces, punctuation)
- Title: concise statement of the main topic, identifies the relationship between variables in the study
 - Avoid words like “method” and “results”
 - No more than 2 lines or 12 words
 - Centered, upper and lower case, upper half of page
- Author byline: **First M. Last**
 - No titles or degrees
- Institutional affiliation: location where the research was conducted
 - **Hunter College, City University of New York**

The text
"Running
head:" only
goes on
first page.

Full Title of Your Paper with Pertinent Variables and Same on Title Page and Introduction

Justin X. Ample

Hunter College, City University of New York

Notice formatting and punctuation!

Elements of APA Style Papers

- Title page
- **Abstract**
- Introduction
- Method
- Results
- Discussion
- References
- Supplemental materials: tables, figures, appendixes

Abstract

- Starts on a new page, **Abstract** (NOT bold) centered on top
- Do not exceed the word limit! (250 words)
- A single paragraph (no indent) that describes:
 - The problem under investigation
 - Characteristics of participants (age, sex) or genus, species
 - Essential features of methods
 - Basic findings
 - Conclusions, implications, applications
- *Keywords*: listed under the abstract, centered

YOUR ABBREVIATED TITLE

The text "Running head:" is NOT here.

2

Abstract

Blah Blah Blah.....
.....
.....psychology.

Keywords: psychology, comparative, neuroscience

First line is NOT indented



Elements of APA Style Papers

- Title page
- Abstract
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- Method
- Results
- Discussion
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Introduction

- Starts on a new page
 - The Title (not bold) is centered at the top, not “Introduction,” should be same as on title page!
- In its simplest form, can be only a couple of pages
 1. Introduction to the problem
 - Purpose: Why are you conducting it? What do you want to explore?
 - Rationale: What are the grounds for the study? Why this population/variable?
 2. Review relevant literature, cite in text, paraphrase DO NOT quote
 - What is the current understanding of the problem?
 - What are the gaps in the research?
 - How does your study relate to previous work done on this topic?
 - If other aspects of this study have been reported previously, how does this study differ from and build on previous work?
 3. Aims and hypotheses: Conclude the introduction with a statement of the goals and predictions of the study.

Citations in Text

Table 6.1 Basic Citation Styles

Type of citation	First citation in text	Subsequent citations in text	Parenthetical format, first citation in text	Parenthetical format, subsequent citations in text
One work by one author	Walker (2007)	Walker (2007)	(Walker, 2007)	(Walker, 2007)
One work by two authors	Walker and Allen (2004)	Walker and Allen (2004)	(Walker & Allen, 2004)	(Walker & Allen, 2004)
One work by three authors	Bradley, Ramirez, and Soo (1999)	Bradley et al. (1999)	(Bradley, Ramirez, & Soo, 1999)	(Bradley et al., 1999)
One work by four authors	Bradley, Ramirez, Soo, and Walsh (2006)	Bradley et al. (2006)	(Bradley, Ramirez, Soo, & Walsh, 2006)	(Bradley et al., 2006)
One work by five authors	Walker, Allen, Bradley, Ramirez, and Soo (2008)	Walker et al. (2008)	(Walker, Allen, Bradley, Ramirez, & Soo, 2008)	(Walker et al., 2008)
One work by six or more authors	Wasserstein et al. (2005)	Wasserstein et al. (2005)	(Wasserstein et al., 2005)	(Wasserstein et al., 2005)

Full Title of Your Paper with Pertinent Variables and Same on Title Page and Introduction

Risk behavior is often displayed by commuters in New York City in Metro Transit Authority (MTA) train stations located throughout the five boroughs (Schafe, 1993). Men are more likely to engage in risk behavior than women (Burghardt & Briones, 2005). For this project, we explore if male commuters of NYC MTA are more likely to display risk behaviors than female commuters....

Burghardt and Briones (2005) found that...

We predict.....

& Naming authors:

- ∅ The first time you cite a paper you must name ALL authors listed (up to 5)
- ∅ Once you've listed all the authors for a paper you can use "et al." for papers with 3 or more authors.
- ∅ If there are 2 authors you must always name both.

& Listing several works:

- ∅ Alphabetically by first author's last name as found on reference list
- ∅ Separate with semicolons

Several studies show that cats prefer catnip to oregano (Anderson, 1998; Jones & Stevenson, 2002; Sylvester, 2000).





Note all the kinds of citations and how many citations in just one paragraph.

well as in such situations as car driving (Chen, Baker, Braver, & Li, 2000; Flisher, Ziervogel, Charlton, Leger, & Robertson, 1993; Harre, Field, & Kirkwood, 1996), accident risk (Fetchenhauer & Rohde, 2002)... In this context, risk-taking by males may be a form of mating display (Hawkes, 1990; 1991).

Bruce and Johnson (1994) also report similar sex differences in gambling and financial decisions...

Chen et al. (2000) further that male driving patterns...



Citations in Text

- ⌘ When citing a paper you should focus on the **RESULTS** **NOT** the **HYPOTHESES**
 - ⌘ **GOOD EXAMPLE:** While younger adults show greater facilitation for positive stimuli, facilitated attention to emotional stimuli is not valence-specific for older adults (Leclerc & Kensinger, 2008).

Elements of APA Style Papers

- Title page
- Abstract
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- Results
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Methods

- Immediately follows Introduction section, with no page break in between.
- Starts with **Method** (in bold) centered
- **Sub-headings** – (**Participants/Subjects, Materials, Procedure**) flush left, in bold (see pg. 44)
 - **Participants (humans) or Subjects (animals)**: Describe how many were involved and how they were obtained. Provide any relevant demographic information (age, sex, species, etc; pg. 30)
 - **Materials**: What did the researchers use/what were participants given?
DO NOT LIST!!! Write in complete sentences.
Operationally define variables. Describe any data collection worksheets used
 - **Procedures**: Explain how the experiment was conducted, step-by-step. *Should be detailed enough that someone else can repeat it.*

We predict.....

Method

Participants OR Subjects

Twenty male and twenty female Hunter College students... (participants)

We used 20 male zebra finch (*Taeniopygia guttata*) in... (subjects)

Materials

For our study we used a stopwatch to measure time; a handout with fields for participants to write down their gender, age, and grade level as well as 20 blank spaces for their responses; and a word list sourced from Thinker for the verbal memory task. Data were analyzed on SPSS (v. 4).

Procedures

...participants were given the handout and asked to write down their gender, age, and grade level... after 30 seconds, we removed the word list and asked participants to write down as many of the words as they remembered... We ran a two-tailed independent samples t-test between mean performance by males and mean performance by females.



For an experiment, you visited your local hospital to determine the wait time for people with emergencies in the ER. You wanted to see how long wait time and satisfaction of care were correlated. After each patient was finally treated and released, you offered each person that agreed to fill out a survey.

What should be included in the methods section?

(Hint: What would readers want to know about how the research was done?)

Elements of APA Style Papers

- Title page
- Abstract
- Introduction
- Method
- **Results**
- Discussion
- References
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Results

- Starts with **Results** (in bold) centered
 - No page break between Method and this section
- Descriptive statistics
 - **Frequency, percent:** $f = 23, 69\%$
 - **Mean, standard deviation:** ($M = 42.56, SD = 3.42$)
- Inferential statistics
 - **Chi-square:** $\chi^2(1) = 74.62, p < .05$
 - **Correlation:** $r(14) = .61, p = .051$
 - **t-tests:** $t(21) = 0.28, p = .062$
 - **ANOVA:** $F(2, 23) = 11.32, p < .001$
- Punctuation
 - Always put a space around operators ($= < >$)
 - No space between $r t F$ and (df)
 - Use the same number of decimals (even if it means writing 8.00 for a mean)

Results in Numbers and Words

- Correlation

- Group A and Group B's scores were significantly correlated,
 $r(##) = .##, p < .05$.

- t-test

- Group A ($M = #.##, SD = #.##$) scored significantly higher than Group B ($M = #.##, SD = #.##$), $t(##) = #.##, p < .05$.

- ANOVA

- Reported like t-tests, may include main effects and interactions

- Means and standard deviations should be included either in the text or in tables.
- Before presenting the stats, re-state your research question at the beginning of results section.

t-test between mean performance by males and mean performance by females.

Results

We wanted to test if there was a difference in the number of risky behaviors performed by males and females on NYC MTA subway platforms. On average, we found that males ($M = 5.67$, $SD = 0.84$) perform more risky behaviors than females ($M = 3.24$, $SD = 0.30$) at subway platforms, $t(21) = 4.28$, $p < .05$.

DO NOT add any discussion in this section!

Elements of APA Style Papers

- Title page
- Abstract
- Introduction
- Method
- Results
- Discussion
- References
- Supplemental materials: tables, figures, appendixes

Discussion

- Starts with **Discussion** (in bold) centered (no page break after Results)
- Goes from specific results to general interpretations
 1. Summarize the results. Do the results support your hypothesis?
 2. “Unpack” your results for each hypothesis. What do your findings mean? How do your results compare with the results of other studies? Do they clarify or complicate things? Why do you think they are the same or different from previous studies?
 3. What are the limitations of the current study? How can the study be modified to overcome these problems?
 4. What are the implications of your study? Propose future research ideas to follow up on your study – what is the next step? End with a brief summary of your effects – what is the “take-home” message?
End the discussion with a commentary on the importance of your findings.

Elements of APA Style Papers

- Title page
- Abstract
- Introduction
- Method
- Results
- Discussion
- **References**
- Supplemental materials: tables, figures, appendixes

References

- Starts on a new page, with **References** (NOT in bold) centered at the top
- Listed alphabetically by first author's last name, by year if using multiple papers by the same author(s)
- Double-spaced like the rest of the paper, but uses a *hanging indentation* (set through paragraph dialogue box)
 - First line is flush left and subsequent lines are indented

References



Cummings, J. N., Butler, B., & Kraut, R. (2002). The quality of online social relationships. *Communications of the ACM*, 45(7), 103-108.



Hu, Y., Wood, J. F., Smith, V., & Westbrook, N. (2004). Friendships through IM: Examining the relationship between instant messaging and intimacy. *Journal of Computer-Mediated Communication*, 10(1), 38-48.

Tidwell, L. C., & Walther, J. B. (2002). Computer-mediated communication effects on disclosure, impressions, and interpersonal evaluations: Getting to know one another a bit at a time. *Human Communication Research*, 28(3), 317-348.

Underwood, H., & Findlay, B. (2004). Internet relationships and their impact on primary relationships. *Behaviour Change*, 21(2), 127-140.

Start the reference list on a new page, center the title "References," and alphabetize the entries. Do not underline or italicize the title. Double-space all entries. Every source mentioned in the paper should have an entry.

Elements of APA Style Papers

- Title page
- Abstract
- Introduction
- Method
- Results
- Discussion
- References
- Supplemental materials: tables, figures, appendices

Supplemental Materials

- Each starts on its own page after the references, in this order:
- **Tables:** should *supplement* not *duplicate* (can be included within paper, but preferably place at end of paper for this class) – caption ABOVE table
Table 1
Descriptive Table Caption
- **Figures:** graphs that display relationships, charts that display flow of a procedure, etc. – caption BELOW figure
Figure 1. Concise explanation of the figure.



Tables

Table 2

Raw Response Time (RT) Scores for Young and Older Adults

Category	Young Group	Older Group
Positive high arousal	825	1,580
Positive low arousal	899	1,636
Neutral	912	1,797
Negative high arousal	885	1,578
Negative low arousal	896	1,625

Figures

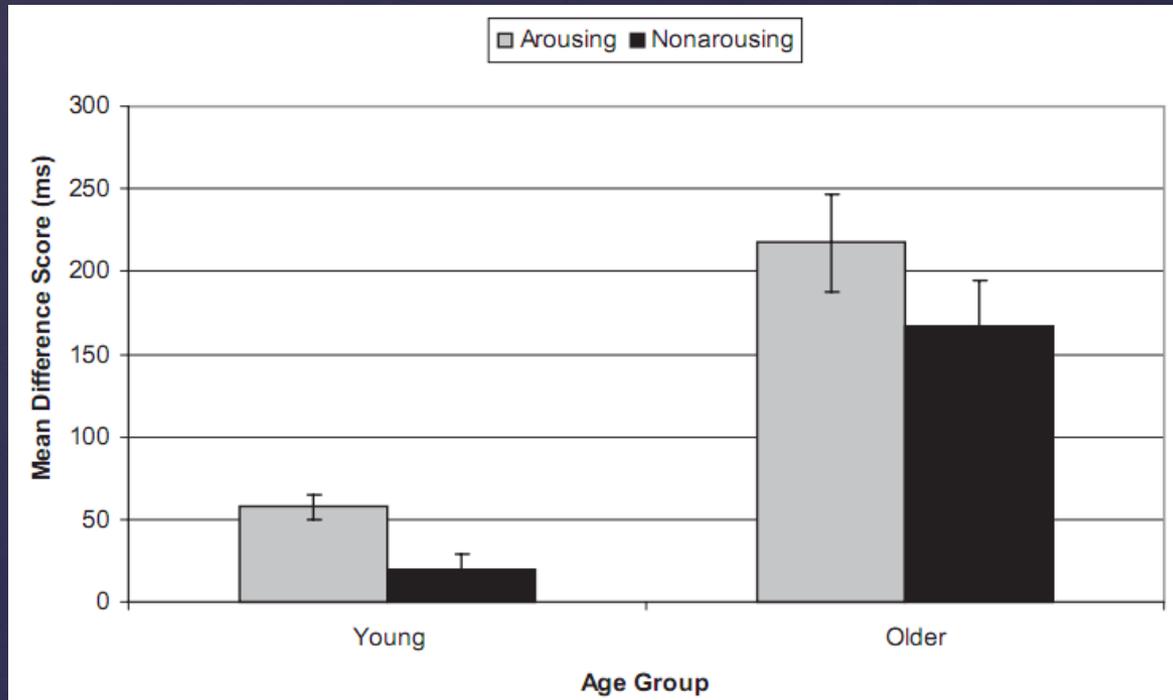


Figure 1. Mean difference values (ms) representing detection speed for each target category subtracted from the mean detection speed for neutral targets. No age differences were found in the arousal-mediated effects on detection speed. Standard errors are represented in the figure by the error bars attached to each column.

General Notes

- ⌘ “Data” is plural! (Data were collected; the datum [singular] point was excluded; datum points)
- ⌘ “Criteria” is plural; “criterion” is singular! (Criteria of age and sex; a 40-hour workload criterion)
- ⌘ “Hypotheses” is plural; “hypothesis” is singular! (Of our four hypotheses... our first hypothesis)
- ⌘ Affect = verb/action; Effect = Noun/result (time affected our results; the effect of time on our results; but search online for usage of effect as a verb)
- ⌘ Full-time is adjectival (e.g., full-time students); full time is adverbial (e.g., students work full time)
- ⌘ Talk about your “study” not your “paper” within your paper
- ⌘ “Amount” for mass nouns (e.g., the amount of sand) and uncountable quantities (e.g., the amount of faith). “Number” for count(able) nouns (e.g., number of hours)

- ⌘ Numbers under ten are spelled out [one, nine]. Use numerals for numbers 10 or greater [10, ∞). NOTE: would normally confine a range in brackets, so [10, 12]. If number is at beginning of sentence, spell it out (e.g., Nineteen students...). Be consistent throughout sentence; when mixed, use numerals (e.g., Of 19 students, 5 were males).
- ⌘ Report studies/procedures in past tense and results in present tense (we sampled... participants reported... a two-sample t-test was performed; our results suggest).
- ⌘ Abbreviations: must identify full term first and present abbreviation to be used thereafter in parentheses. Use only if word repeated a lot throughout paper. Example: The Institute for Laboratory Animal Care (ILAC)...
- ⌘ Exercise prudence in word choice; ESPECIALLY avoid making claims that would require statistical support (e.g., to say a participant was excluded do not say he was an outlier).
- ⌘ When giving statistics, do not qualify the results. Do NOT say “mean was about $M = 14$ ”; instead, can say “on average students took about 14 ($M = 14.32$, $SD = 1.34$)” OR “credits taken ranged from 13 to 17 ($M = 14.32$, $SD = 1.34$; range = 4.0).”