

UWC Sample APA Format Paper

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East Carolina University

Abstract

This is your abstract page for your APA paper. Above this is your Title Page, which includes the title of your paper, your name, and the institution where you are conducting research. Pay close attention to the difference of the header in the first and second page, which can be obtained by double clicking on the header, looking at the tab for header design options, and checking the box next to “Different First Page”. This will change it to where what you type on the first page header does not show up on the consecutive pages, but what you type on the second page header does show up on consecutive pages. Your abstract will involve an abridged summary of your paper and bring out the main points you want to get across to your audience. It will also include your research used in the paper, research questions and other research related information. You can cover future implications of your research in your abstract, though the length is typically between 150-250 words. Thus, you are only giving an overview of the topic and research included in your paper. Keywords from your paper are optional at the bottom of the abstract so someone can find which words are key in your paper to see if that goes along with what subjects they are trying to find. It is helpful to insert page breaks between these sections.

Keywords: APA, format, writing, academic, paper

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Restate your title here on this page and then start writing your paper. This first part is your introduction. Typically, it will be a paragraph long introducing your topic to your reader. The last sentence of your introductory paragraph typically is your thesis sentence, especially if you do not have an abstract page, which helps your reader get a good idea of what the paper will cover in one sentence. Thus, the designing of this paper is a default document for you to see typical APA formatting, though you need to check with your teacher for the specific details they prefer.

Headers

The next thing you will run into in APA format will be the header system, not to be confused with the headers at the top of your page. Headers help the reader find a particular section of your paper they are interested in, instead of having to flip through the entire paper. The above header entitled “Headers” is a level 1 APA header. There are several levels of sub-headers for your needs. You would typically have at the least a transition statement between these to explain why the paper has moved into a sub-category of the topic of the previous header. However, the following sub-headers are examples of APA style headers.

Header Examples

Level 2 Header Example

Level 3 Header Example. Put a period then continue your text after this header.

Level 4 Header Example. Put a period then continue your text after this header.

Level 5 Header Example. Put a period then continue your text after this header.

Body of Your Paper

The paragraphs following the introductory paragraph would typically start the body of your paper. There are typically many paragraphs in your paper depending on the length of your paper. If you are doing a research paper, you will mostly be providing research you have done, or talking about research others have done. If you are only using the APA format for other types of papers, most paragraphs will be ideas you want to talk about or supporting paragraphs giving examples to an idea mentioned in the previous paragraph. An example would be having a paragraph about the statistics of how many people have OCD and how that relates to your topic, and then you could have a supporting paragraph after that with an example about what people experience when they have OCD.

While you typically have many paragraphs in the body of your paper, one important thing is your transitions between paragraphs and sections. Transitions are words or phrases that help your reader keep up with you while reading your paper. If you have one paragraph about Bears and the next paragraph about Salmon runs in Alaska, you still need a transition to get your audience to bridge the gap between the two. If your main topic is about Wildlife in Alaska, then you could transition with the phrase, “Another animal that lives in Alaska other than the Brown Bear is the Salmon” (Westerman 2013). This ties your previous paragraph to the next paragraph and to your original topic all in one sentence.

Formatting the Body of Your Paper

When writing your paragraphs, there are many formatting issues you also need to take into consideration before turning it in. Your paper would typically be in Times New Roman 12 point font. The main text of your paper has a first line indent of .5 inches, which you can do either by tabbing the first line over, or by highlighting the text and going into the paragraph settings and changing them to First Line indentation. MS Word also has the default setting of

adding space between paragraphs. You can correct this easily by going into the paragraph settings and removing the space after the paragraph to 0 points.

Page Headers – Not Section Headers

As we stated earlier in the abstract, there is a difference in the header in the first and second page, obtained by double clicking on the header, looking at the tab for header design options, and checking the box next to “Different First Page”. On the title page, you would put the words “Running head:” before the title of your paper. You can also type a “1” and right align it to go with the page numbers you will be inserting on the second page.

On the second page, the title of your paper without the words “Running head:” will be left aligned in the header, and then insert the page number by finding the Insert tab then clicking on Page Number button, scrolling over Current Position, then insert a Plain Number. That way from the second page on, your title will be on the left and your plain page numbers will be on the right hand side at the top of your paper.

Quoting APA Style

Properly citing quotes and using in-text citations can be tricky, and when done incorrectly, can cause many problems with your academic career. The main problem that students face with the dreaded plagiarism is when they do not separate their ideas from the person they are quoting. Your teacher wants to give you credit for your ideas, but when your ideas are mixed in with the people you are quoting, they cannot give you credit for them. Ideally, it is encouraged to introduce the idea or topic you are trying to get across in your own words, quote a supporting source directly using quotation marks, and then use your own words after the quote to explain how this quote relates to your topic/idea you are trying to support in your paper. Some places you will have to paraphrase when you are quoting tables of data, or

other large amounts of statistics, however if you get three words or more in order from your source, then you will need to put quotation marks around it.

Introductions and In-text Citations in APA Format

Unlike MLA format, APA format in-text citations focus on authors and dates due to most research becoming outdated due to advancements in technology and research. There are many variations depending on the number of authors, no authors, page numbers, no page numbers, corporate authors, and if you only have a title with no author. Though we cannot cover every example, the following is a few examples for the basic format on how you can introduce quotes and paraphrases.

For paraphrases not separated by quotation marks, it is harder to separate your ideas from their ideas due to it all being in your own words. Thus, it is important to make sure to introduce the part you are quoting and end it with an in-text citation so the reader knows your ideas vs. the person you are quoting. You can introduce a quote by stating that in the book *How to Write Bibliographies* the author suggests that he knows everything about writing bibliographies and then you cite it afterward such as (ALastname, 2007). If you have a document or article that does not have an author, then basically your in-text citations will be listed by “the first thing on the list on your reference page, such as the following” (“Authorless Paper on Random Objects in Space,” 2010). Your reader can find both ALastname and “Authorless Paper...” easily on your reference page if they wish further information from the person you quoted. If you want to quote an article but cannot find any date or “a copyright date for the article mentioned” then you quote it as such (Corporate Big Name Author, n.d.). This helps your audience know that there is no date (n.d.) for the article quoted.

Making Your Data Work

At the end of this document, there is an appendix. Appendixes are a great optional resource for you to express your data on a separate page at the end. However, having your data either there or as a figure in your paper, you still need to explain how it supports or disproves your original conclusions or ideas and show where the reader can access the raw data. As you can see in Appendix A. *Specific Data from Specific Study*, there is many dates and percentages in the columns marked. If you do not explain what those percentages and dates mean in the body of your paper, your reader will miss the point and wonder why you have reached the conclusions you have in your paper. Thus explaining your data is always a good idea in an APA paper.

Conclusion

Finally, your last paragraph or section would be your conclusion paragraph, though the header may have a different title. This paragraph is going to go over briefly everything covered in your paper and bring up any conclusions you would like your audience to consider. In an APA formatted paper, many things make up an “A” APA paper. Getting your research, your ideas, and your data across to your reader effectively is the focus of APA paper. Formatting, transitions, using quotes effectively, and in-text citations are only some of the things that help you get those ideas across to your academic audience. After your conclusion paragraph, you would insert a page break and start your Reference page. On your Reference page, you sort the entries alphabetically and put it in hanging format as illustrated below. In MS Word, you can find the hanging format in the paragraph options, under the section Indentation, on the drop down menu next to Special.

References

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Appendix A

Specific Data from Specific Study

Group	Date	Percentage	Date	Percentage
Control Group 1	01-15-2010	20%	04-30-2010	45%
Control Group 2	05-15-2010	35%	08-30-2010	66%