Paper Title Written in Title Case and Bolded

Student's Name

Bradley University

Either Course Title or Instructor's Name (as required)

Due date

Title as Written on Title Page (not bolded)

Beneath this restated title, the paper's introduction begins. No need to label this the intro — that's obvious :) Possible material included: topic is introduced, existing research addressed, gaps in literature mentioned, purpose of lit review stated. *Do not add any additional spacing* between the end of this paragraph and the start of the first section of your paper, which will be signaled by the presence of a L1 heading.

Level 1 Heading (Bold, Centered, Title Case)

Each new section of a paper written in APA format is indicated by a level 1 heading. There are 5 levels of headings in APA, each of which gives greater specificity to larger existing sections. Most students go no further than level 3, but professional researchers do.

Always indent new paragraphs beneath headings.

Level 2 Heading (Bold, Left-Aligned, Title Case)

Level 2 headings indicate further specificity within a larger section of the paper (as indicated by the overarching level 1 heading above).

Level 3 Heading (Bold, Left-Aligned, Title Case, Italicized)

In case greater specificity is needed, level 3 headings can be formatted as shown.

Manuscript Structure and Content

Abstract

An *abstract* is "a brief, comprehensive summary of the contents of the article" at hand. A good abstract is **<u>accurate</u>** (correctly reflects the purpose of the paper), **<u>non-evaluative</u>** (report — don't judge or add commentary), **<u>coherent & readable</u>** (use active voice, appropriate tense, and good word choice), and **<u>concise</u>** (begin with the most important points, remove unnecessary words).

Introduction

No "introduction" heading is necessary, because it's obvious! This paragraph **introduces** the issue(s)/topic(s) addressed in the paper, and describes the strategy used to approach it. The intro also **explores** the importance of the problem, **describes** relevant scholarship, and **states** hypotheses (in relation to the research design).

Method

Here, **describe** the process in detail. **Introduce** variables, important vocabulary, and other concepts that will enhance clarity throughout the discussion. **Identify** subsections of your method discussion: "It is both conventional and expedient to divide the Method section into labeled subsections" (29).

Other things to cover in this section include: participant characteristics; sampling techniques and procedures; a discussion of the sample's size, power, and precision; measures and covariates used; your research design; and any experimental manipulations/interventions.

Results

Summarize the data collected and the analysis performed in a way that's relevant to the discussion that will follow. If further **data analysis/statistical elaboration** is necessary, take care to report all relevant findings, provide enough detail for clarity without adding fluff, and don't evaluate the data (no "good" or "bad" judgments; only discuss in terms of whether or not the data support hypotheses).

Discussion

This section allows the writer freedom to **evaluate** and **interpret** study findings. Here, you can examine and qualify results, using your conclusions to draw connections and relationships between variables. Open this section with a clear statement of support or nonsupport for your hypothesis. Don't repeat anything already stated — use each sentence in this section to contextualize, confirm, and clarify findings.

Things to consider when writing a discussion section: similarities and differences between the study at hand and previous studies done by others; when interpreting results, account for questions of **validity and precision**; address **limitations and weaknesses**, such as sampling issues; and discuss **generalizability** of results.

Reference/citation formatting by source type

It's crucial that all sources are properly attributed when conducting research writing! All science is based on other science. When scholars approach reports for reading or research, part of the process involves seeking out the source material used to conduct those studies. **Your references list should be formatted in such a way that the author, title, publisher, date of publication, and format are easy to read**. Here are a few outlines and examples of common citation formats, plus their accompanying in-text citations.

Whole Book

Basic citation format:

Last, F. & Last, F. (Year). *Title of book in italics*. Publisher. DOI [if online].

Example:

Hacker, D. & Sommers, N. (2018). *A pocket style manual.* Bedford/St. Martin's.

To cite in-text:

Narrative: Hacker and Sommers (2018) stated …

Parenthetical: (Hacker & Sommers, 2018)

Chapter in an Edited Book

Basic citation format:

Last, F. & Last, F. (Year). Chapter title in standard font: First letter after colon also
capitalized. In Last, F., Last, F., & Last, F. (Eds.), *Title of book in italics* (pp. #-#).
Publisher. DOI [if online]

Example:

Emig, Janet. (1977). Writing as a mode of learning. In Villanueva, V. & Arola, K. L.
(Eds.), *Cross-talk in comp theory: A reader* (pp. 7-16). National Council of
Teachers of English.

To cite in-text:

Narrative: Emig (1977) posits that ...

Parenthetical: (Emig, 1977, p. 2).

Webpage from a Website

Use this format for articles published by organizations that don't correspond with an in-print newspaper or magazine (CNN and HuffPost), as well as pages on government websites (WHO, CDC, FCC, etc.), and other general reference pages.

Basic citation format:

> Last, F. & Last, F. [or Organization name]. (YYYY, Month DD of most recent update) [use
> (n.d.) if unavailable]. *Title of webpage in italics.* Publisher [omit if this is the same
> as the author]. URL [only add "from" before the URL if the webpage is designed
> to be constantly updated, like the dictionary definition example below].

Example:

> Brumfield, B. (2014, May 28). *$250,000 violin gets musical virtuosos bumped from airline*
> *flight, prompts viral video.* CNN.
> https://www.cnn.com/2014/05/28/us/violin-plane-viral-video/index.html

To cite in-text:

> Narrative: … seemed acceptable, according to Brumfield (2014).
> Parenthetical: (Brumfield, 2014)
> Quotes: (Brumfield, 2014, para. 1)

Dictionary Entry (website)

Use a high-quality dictionary website, such as OED or Merriam-Webster, when you can.

Basic citation format:

> Organization Name. (n.d.). Word. In *website-used.com Dictionary*. Retrieved Month D,
> YYYY, from URL

Examples:

> Merriam-Webster. (n.d.). Calypso. In *Merriam-Webster.com Dictionary*. Retrieved
> February 10, 2020, from https://www.merriam-webster.com/dictionary/calypso
> Oxford English Dictionary. (n.d.). Wild. In *OED.com Dictionary.* Retrieved February 10,
> 2020, from https://www.oed.com/view/Entry/228988

To cite in-text:

> Narrative: … as defined by Merriam-Webster (n.d.), …
> Parenthetical: (Merriam-Webster, n.d.)

Scholarly, Peer-Reviewed Journal Article

Basic citation format:

Last, F., Last, F., & Last, F. (Year). Title of article with first letter capitalized: Also first

letter after colon. *Journal Title, vol*(number), pp. #-#. DOI

Example:

White, K. M., & Nemme, H. E. (2010). Texting while driving: Psychosocial influences on

young people's texting intentions and behaviour. *Accident Analysis & Prevention,*

42(4), pp. 1257-1265. https://doi.org/10.1016/j.aap.2010.01.019

To cite in-text:

Narrative: … results found by White and Nemme (2010) indicate …

Parenthetical: (White & Nemme, 2010).

Quotes: As stated by White and Nemme (2010) … (p. 1257) [page # added at end]

    OR (White & Nemme, 2010, p. 1257)

Acronyms

When citing organizations/concepts whose names are often referred to by their acronyms, write

out the entire name in the first citation, followed by the acronym offset afterward.

Base reference:

Federal Communications Commission. (2019, April 8). *The dangers of distracted driving.*

https://www.fcc.gov/consumers/guides/dangers-texting-while-driving

Citing in-text:

Narrative

First: In a report by the Federal Communications Commission (FCC), data

indicate that … (2019).

Subsequent: … the findings of the FCC (2019).

Parenthetical

First: (Federal Communications Commission [FCC], 2019)

Subsequent: (FCC, 2019)

Quotes: (FCC, 2019, para. 2) **[use paragraph # when no page #s are given]**

In-Text Citations

There are two kinds of internal (in-text) citations: **narrative** and **parenthetical**. The basic elements required for internal citations are the **name(s) of author(s)/organization,** and the **year** of publication (month and date when appropriate, i.e. direct quotes from interviews). Include **page/paragraph numbers** *only if* citing a direct quote.

Number of authors
- Studies with **1-2 authors** list all authors each time.
  - (Smith, 2019) or (Smith & Brown, 2019)
- Studies with **3-5 authors** list all the first time, and the first author "et al." in later citations.
  - (Smith, Brown, & Collins, 2019) first, and (Smith et al., 2019) after.
- Studies with **6-7 more authors** go straight to et al. when referenced in-text, but all names are listed in your References list.
  - (Smith et al., 2019).
- Studies with **8+** authors go straight to et al. in text. In references, the first 6 author's names are listed, an ellipses is included, and then the final author's name is typed.
  - Smith, E., Jones, A., Guy, R., Kim, A., Winn, C., Carr, R., … Bing, P.

"and" vs. "&"
- When writing narrative citations, use **"and"** as in the first example below.
- Use **"&"** in parenthetical citations, and in your References list.
  Narrative citations are incorporated into your sentences:
  - White and Nemme (2010) discuss …
  - … as discussed in White and Nemme's article "Texting while driving: Psychosocial influences on young people's texting intentions and behaviour" (2010).
  - Data reported by the Federal Communications Commission (FCC) indicates …
  - … as reflected in a report published by the FCC (2019).
  Parenthetical citations are included at the end of paraphrased/quoted information:
  - 8.5% of total fatalities in 2017 were caused by distracted driving (FCC, 2019).
  - … what future implications might be for drivers world-wide" (White & Nemme, 2010, p. 1260).

SAMPLE REFERENCE PAGE FORMAT

Alphabetical order by last name of primary author or title of article. For indent, see below.

References (centered, bolded)

Brumfield, B. (2014, May 28). *$250,000 violin gets musical virtuosos bumped from airline flight,*
prompts viral video. CNN.
https://www.cnn.com/2014/05/28/us/violin-plane-viral-video/index.html

Emig, Janet. (1977). Writing as a mode of learning. In Villanueva, V. & Arola, K. L. (Eds.),
Cross-talk in comp theory: A reader (pp. 7-16). National Council of Teachers of English.

Federal Communications Commission. (2019, April 8). *The dangers of distracted driving.*
https://www.fcc.gov/consumers/guides/dangers-texting-while-driving

Hacker, D. & Sommers, N. (2018). *A pocket style manual.* Bedford/St. Martin's.

Merriam-Webster. (n.d.). Calypso. In *Merriam-Webster.com Dictionary*. Retrieved February 10,
2020, from https://www.merriam-webster.com/dictionary/calypso

Oxford English Dictionary. (n.d.). Wild. In *OED.com Dictionary.* Retrieved February 10, 2020,
from https://www.oed.com/view/Entry/228988

White, K. M., & Nemme, H. E. (2010). Texting while driving: Psychosocial influences on young
people's texting intentions and behaviour. *Accident Analysis & Prevention, 42*(4), pp.
1257-1265. https://doi.org/10.1016/j.aap.2010.01.019

Your list of references should utilize a **hanging indent** for maximum readability. To format a
hanging indent (without playing around with the tab key and spacebar), do this:

1. Ensure the ruler at the top of your document is visible and that your references are
   currently typed with no additional spacing/indentation, each on a new line.
2. Highlight all typed entries.
3. Drag the upper marginal ruler **1/2 inch to the right.** The whole block will move.
4. Now, click and drag **only the upper piece** of the slider **back to the 0"** margin.

By Naomi Tornow for the BUWC — Last updated: March 10th, 2020