APA Research Paper
Guidelines

<u>Thesis</u>

The thesis for your paper must be pre-approved. (See Signature Approval Page) The argument must be associated with a field of study of your academic interest. In order to seek approval, you must submit your thesis statement and a brief essay explaining your reasons for the argument. The paper must be typed, double-spaced using a Times New Roman 12 point font. You must utilize the format for the Signature Approval Page.

<u>Cover Sheet (Title Page)</u>

The cover sheet must include a running head. You need to align left and type the words "Running head" followed by a colon and a brief 50 characters or less title of the paper in all caps. The page number for the cover sheet is "1" and should be right justified. The words "Running head:" appears only on the cover sheet.
(For example: Running head: TEENAGE VOLUNTEERISM   1) On the cover sheet, center the title, subtitle, your name, and school name on respective lines.

<u>Abstract</u>

The abstract should be 350 words or less, briefly summarizing the main points of the study, i.e. its topic, purpose, thesis, and findings. An abstract is integral to the thesis, acting as an executive summary. One inch from the top of the page, center the word Abstract. The abstract should be double-spaced. Do not indent the paragraph.

<u>Paper</u>

The paper must introduce the argument clearly and concisely. The findings must support the thesis and logical explanation of the findings' application must follow. The paper must use formal English and Latin abbreviations. All citations should follow APA in-text documentation.

The paper must follow the most recent recommendations by the American Psychological Association (APA). Please refer to the link on the classroom website, "Research and Documentation" for additional help.

The quality of paper is vital to the appearance and durability. Paper must be 8 ½ x 11 inches in size, and of 20-pound weight white bond with a 50% or higher cotton fiber content. Erasable paper is unacceptable. The same paper weight and color must be used throughout the work. If an online version of the paper is submitted, the paper must be able to be opened in Word without corrective work needed to view. Only applicable when a hard copy is required.

The header for the paper must include the shortened title in caps followed by five spaces and Arabic numerals, beginning with 1, continuing for the remainder of the paper. Double-space the text of the paper and indent each paragraph ½ inch (or five spaces). Use one-inch margins on all sides of the paper and left align the text.

Print and Fonts

Print fonts should be easily readable, such as Courier, Times Roman, Arial, etc. Avoid fonts that are extreme or are script in nature. Font size should be 12 point throughout the work. (Preferred font: Times New Roman)

Print should be made by any method, which produces a sharp, high contrast black image of the original. Light ink feed is unacceptable. The type must be dark enough for clear copies to be made, if desired.

Corrections

Erasure or liquid corrections are not permitted. Only applicable when a hard copy is required.

Annotated References

References must come from a variety of sources. Required references are: four journals from your academic interest (See the following resource database offered by the Public Library of Steubenville http://www.steubenville.lib.oh.us/EResources/index.asp), an article, a book, and two interviews. All other references are as need for thesis support. Dates are vital for effective references. All references must adhere to the most recent documentation requirements as stated by the American Psychological Association. Remember, references on the "References" page are double-spaced and follow reverse indentation (hanging indent). Italicize rather than underline where necessary. For the annotation, please include at least one paragraph discussion about the reference.

Visuals

Visuals are classified as table and figures (figures include photographs, charts, drawings, and graphs). Each table should be labeled with an Arabic numeral (Table 1, Table 2, and so forth) and given a clear title. Give source below in a note. Label and title should appear on respective lines above the table, aligned left and single-spaced. Use a superscript lower case letter in the table and in a footnote if any data requires an explanatory footnote. For each figure, include a label and caption below the figure, aligned left and single-spaced. One table is required; figures and additional tables are optional.

In text of paper, discuss significant features of each visual. Include the visual as close as possible to the text that relates to the visual. All visuals, for this assignment, should be inserted within the text.

Pagination

Page numbering must follow APA guidelines. Blank pages are not numbered. Each page should have the running head title, which was declared on the cover page in all caps, left justified followed by the page number, right justified, in Arabic numbers (1, 2, 3, etc.).

Order of Pages

The order of progression of the work should be:

1. Cover Sheet (optional)
2. Signature Approval Page
3. Abstract
4. Content
5. Annotated References

Due Date

Papers are due on the assigned date. Any paper received before the due date will be given extra credit attached to the earned grade. No paper is accepted for submission until after the Proofreading and Peer Editing Session. Any paper received after the due date will be given a failing grade. Please refer to the classroom website for the due date.

Proofreading and Peer Editing Session

There will be a proofreading and peer editing session. Students are encouraged, not required, to participate. Date to be announced.

Signature Approval Page

Name of student:
Academic field of interest:

Proposed thesis:

_____
Signature of instructor/date

_____
Signature of Gifted Guidance Councilor/date