

Sample APA Paper: Know How to Format Your Paper

Your Full Name

Trinity Western University

Abstract

“Begin a new page. Your abstract page should already include the page header. On the first line of the abstract page, center the word “Abstract” (no bold, formatting, italics, underlining, or quotation marks). Beginning with the next line, write a concise summary of the key points of your research. (Do not indent.) Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings. Your abstract should be a single paragraph, double-spaced. Your abstract should be between 150 and 250 words. You may also want to list keywords from your paper in your abstract. To do this, indent as you would if you were starting a new paragraph, type *Keywords:* (italicized), and then list your keywords. Listing your keywords will help researchers find your work in databases.” (OWL Purdue Online Writing Lab, 2018).

Keywords: sample, APA, graduate students, academic paper

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The paper has one-inch margins all around. You might have to change your margins in “Page Setup.” The entire paper, including the heading and title, needs to be in the same type and font size (Times New Roman 12pt). Each page has the running head and page number. In the Word’s “Design” section, the “Different First Page” button needs to be selected so the running head can be different on the title page. The paper will be double-spaced throughout, with no extra space between sections or paragraphs; however, always follow your instructor’s preference and be consistent. Hit the enter key only once at the end of each paragraph.

Plagiarism must be avoided. It means taking someone else’s words or ideas and passing them off as your own. For more information, visit: <https://www.twu.ca/about/policies/policy-academic-dishonesty>. To avoid plagiarism, use direct quotes, paraphrases, and summaries of other people’s words or ideas, also known as outside sources, to support your own. However, you must cite outside sources both with in-text citations and on the References page. If you summarize or paraphrase information you must cite like this (Author’s last name, year). “Here is an example of a direct quote followed by an in-text citation” (Author’s last name, year, p. #). You can also use the author’s name in the signal phrase. Luther (year) states, “blah blah blah” (pp. # - #). Notice that since the author’s name was used in the sentence, it does not need to go in the parentheses. In other words, only the page number needs to be inserted in brackets after the quotation; the date always appears in brackets directly following the author’s last name, whether the author’s name appears within the same brackets or outside them.

Headings in APA Style

APA uses headings to introduce different sections of the paper. “Headings are used to help guide the reader through a document. The levels are organized by levels of subordination,

and each section of the paper should start with the highest level of heading. There are 5 heading levels in APA” (Owl Purdue Online Writing Lab, 2018). You can refer to Table 1 for a visual of how heading levels should be formatted.

Method

Participant Population

“If the article has four sections, some of which have subsections and some of which don’t, use headings depending on the level of subordination. Section headings receive level one format. Subsections receive level two format” (Owl Purdue Writing Lab, 2018). You can refer to Appendix A for a chart with how to format headings.

Teachers. Here you would begin to write about a sub-group of your participants without beginning a new paragraph.

Students. Here you would begin to write about a sub-group of your participants without beginning a new paragraph.

Appendices and Figures

You may also want to use pictures, charts, tables, and figures in your paper. For these graphics, make sure that you are consistent with labels throughout your paper (i.e., Table 1, Table 2, Table 3 or Figure 1, Figure 2, Figure 3).

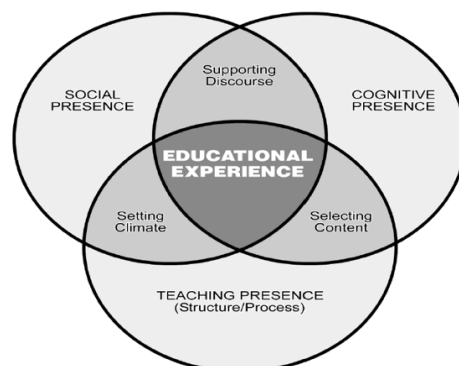


Figure 1: Community of Inquiry Model (Garrison et al., 2009).

You may also choose to put larger charts into an appendix which comes after the References list.

Place the title, caption, and source for a figure below. Refer to Figure 1 for an example of how this is done.

References

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Notice the works cited page is also
doubled-spaced and has a hanging indent.

To format your references easily with a hanging indent in Word, select all of your references simultaneously, right-click and select “paragraph” then under “special indentation”, change from “none” to “hanging” by 0.5 cm.

Appendices

Appendix A

Table 1: APA Headings

Level	Format
1	Centered, Boldface, Uppercase and Lowercase Heading
2	Left-aligned, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase heading with a period.
4	<i>Indented, boldface, italicized, lowercase heading with a period.</i>
5	<i>Indented, italicized, lowercase heading with a period.</i>

Note: this table has been adapted from Owl Purdue's Online Writing Lab. Notes can be added under a table to explain specific abbreviations, numerical values, or ideas to avoid repetition in the body of the paper.