[The following is a sample essay adhering to APA – 7th Edition. This essay is intended for reference only. Please refer to the Brainfuse APA Style Guide – 7th Edition or to the Publication anual of the American Psychological Association (7th ed.) for additional information or examples.]

Full Title of Paper Centered and Double-Spaced

Name of Author(s)

Institutional Affiliation

Course Number and Name

Instructor's Name

Due Date (ex: January 1, 2020 OR 1 January 2020)

Table of Contents

Abstract

Your abstract page, along with all pages after the title page, should, if required, include a header without "Running head." On the first line of the abstract page, center the word "Abstract" in bold font (no other special formatting, italics, underlining, or quotation marks). Beginning with the next line (no indentation), summarize the key points of the paper including the research topic, research questions, participants, methods, results, data analysis, and conclusions. Your abstract should be a single paragraph of 150–250 words double-spaced. Writers often list their papers' keywords under the 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.

    Keywords: APA formatting, writing papers, students

*Note: Abstracts are usually not included for student papers unless specifically required by the instructor.

Title of Paper Centered

Use this first paragraph to begin your paper and introduce your topic. The font used should be the same on each page throughout your file (e.g. 12 pt. Times New Roman). Margins should be at least 1 inch (2.54 cm) on the top, bottom, left, and right of every page. Notice that the title of your paper should be included on the first page as your first section title. Center and bold all section titles such as Abstract, Author Note, Title of Paper, References, Appendix/Appendices, and Footnotes. Keep in mind that these section titles are not headings but labels for sections. For your first heading, do not use "Introduction"—it is assumed that the beginning of the paper is the introduction.

Level One Heading

There are five levels of headings in APA Style. Proceed through the levels numerically, starting with Level One, without skipping levels. Section headings, or sections of the essay that begin a new topic in your essay, receive Level One format, which should be centered and boldfaced, and have a title case heading. The number of headings needed for a paper will vary depending on the paper's complexity and subject matter. Sections of similar importance have the same level of heading. Use as many levels as necessary to convey your meaning. Many student papers and published articles utilize two or three levels. Longer works like dissertations may demand four or five.

Level Two Heading

Subsections receive Level 2 format, which includes left-alignment, boldface, with all major words capitalized (title case heading). The only words that are not usually capitalized in titles are conjunctions, articles, and prepositions of three letters or less. You will begin the body of text on the next line, indented. Subsections might break down the larger topic of the Level 1

heading according to topic. For example, if the Level 1 heading was "Methodology," this section might contain subtopics, such as "Site of Study," "Breadth of the Project," and "Expected Results."

Level Three Heading

If the Level Two section has two or more subsections, you'll use a Level 3 heading, which should be left-aligned, italicized, boldfaced, and use title capitalization. You will begin the body of your text after the period.

Level Four Heading. When one of the Level Three sections has two or more subsections, you'll use a Level Four heading for each. A Level 4 heading is indented, boldfaced, uses title capitalization, and ends with a period. Your paragraph begins on the same line right after the heading period.

Level Five Heading. When one of your Level Four sections has two or more subsections, you'll use an indented, italicized, and bolded Level Five heading for each of them. These headings will employ title capitalization and end with a period. The first sentence of the subsection will begin immediately after the period on the same line.

In-Text Citations

All data, indirect quotes, direct quotes, and ideas from other sources need an in-text citation. The standard format for all internal citations is (Author(s), Year). Include page numbers after the year if quoting specific parts from a source. If using the author's name within a sentence, use the general format: "Author Name (date) explained..." Always cite another author's work both in-text and in the References page to avoid plagiarism.   Table 1 provides examples of in-text citations using APA format.

Table 1

APA Basic In-text Citations Styles with Locations for Direct Quotes

Author type	Narrative style	Parenthetical style
One Author	Yoo (2019) said "…" (p. 102).	(Yoo, 2019, p. 102).
Two Authors	"…" wrote Clay and Martin (2020, para. 4)	(Clay & Martin, 2020, para. 4).
Three+ Authors	Garcia et al. (2010) stated "…" (pp. 31-32)	(Garcia et al., 2010, pp. 31-32).
Group Author (no abbreviation)	University of ABC wrote "…" ("History" section).	(University of ABC, 2020, "History" section).

Authors

If quoting or paraphrasing an article by a single author, place the citation at the end of the sentence in parentheses with name, date, and page number (if needed) separated by commas (Smith, 2003, p. 100). Notice that the period goes after the citation, not before. If the author's name is used in the sentence, place the date after the author's name in parentheses and put the page number, if needed and available, in parentheses at the end of the sentence. For example, Smith (2003) formulated this hypothesis: "……." (p. 100).

Multiple Authors

Sometimes the research materials used in a paper are authored by multiple people. The following are the formatting guidelines according to author number:

Three to Five Authors. Citations should include the first author's name before "et al.," even for the first time the source is cited. For example (Bills et al., 1986).

Six or More Authors. Citations should include the first author's name before "et al.," even for the first time the source is cited. For example: (Gott et al., 2016).

Unknown Author and Date

If no author or date is given, use the title or the first word or two of the title in parentheses and use the abbreviation "n.d." (for "no date"). For example: Another study in higher education finds that students achieve greater success with tutoring ("Tutoring," n.d.).

Page Numbers

Generally, when referencing direct quotations, page numbers should be cited. However, do not use page numbers for website quotations—pagination will change depending on individual computers and browsers. Instead, refer to a paragraph number or heading section and paragraph number. Use the abbreviations "para." and the paragraph number ("Tutoring," n.d., para. 6). For longer website texts broken into sections, include the section heading name followed by "para." and the paragraph number ("Tutoring," n.d., Higher Education, para. 6).

Quotations In-text

Quotations under 40 words in length should be incorporated into the text using quotation marks. Quotations over 40 words should be written in block format without quotation marks. Block formatting requires starting the quotation on a new line and will be formatted differently. For example: According to the American Psychological Association (2019) block quotes:

> …must be indented 1/2 inch from the left margin (i.e., in the same place you would begin a new paragraph). Type the entire quotation on the new margin and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark. (p. 91)

Number Conventions

Numerals

Use numerals when describing numbers:

- 10 and above (12 of the subjects)

- above and below 10 grouped for comparison (2 of 16 responses)

- representing time, dates, and age (3 years ago, 2 hr 15 min)

- denoting a specific place in a series, book, or table (Table 3, Group 3, page 32).

Words

Use words when describing numbers:

- below 10 that do not represent precise measurements (eight items, nine pages)

- for numbers beginning a sentence, title, or heading (Forty-eight percent responded; Ten subjects improved, and 4 subjects did not).

Seriation and Lists

APA also allows for seriation in the body text to help authors organize and present key ideas. The following should be kept in mind when listing:

- You can use numbered and bulleted lists. This is a bulleted list. In a numbered list, numbers are followed by a period and are not in parentheses.

- Each item on the list may be punctuated at the end by a comma, semicolon, or period, depending on the grammatical structure of the list.

- In running text, a series of items is designated by letters in parentheses: (a) first item, (b) second item, and (c) third item.

- For lists that do not communicate hierarchical order or chronology, use bullets.

Conclusion

Conclusions should generally include a heading if headings are used. The conclusion is meant to wrap up your paper. After moving from general to specific information in the introduction and body paragraphs, your conclusion should begin pulling back into more general information that restates the main points of your argument. Conclusions may also call for action or overview future possible research.

References

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Sigwan, R. (2016). Chicago and APA style manual in research activities: A comparative study.

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