

# APA CHEAT SHEET

(Microsoft Office 2013)

## APA FORMAT BASICS

### A. Font

Home > Times New Roman > 12

### B. Spacing

Home > Paragraph Box > Indents & Spacing > Line Spacing > Double > OK

\* Could also select 2.0 from list.

### C. Margins

Page layout > Margins > Normal (1" on all sides)

### D. Header with Running Head (flush left) & Page Number (flush right)

\* Your title page (1<sup>st</sup> pg) header will actually appear different than the rest of the paper as it will include the words "Running head:".

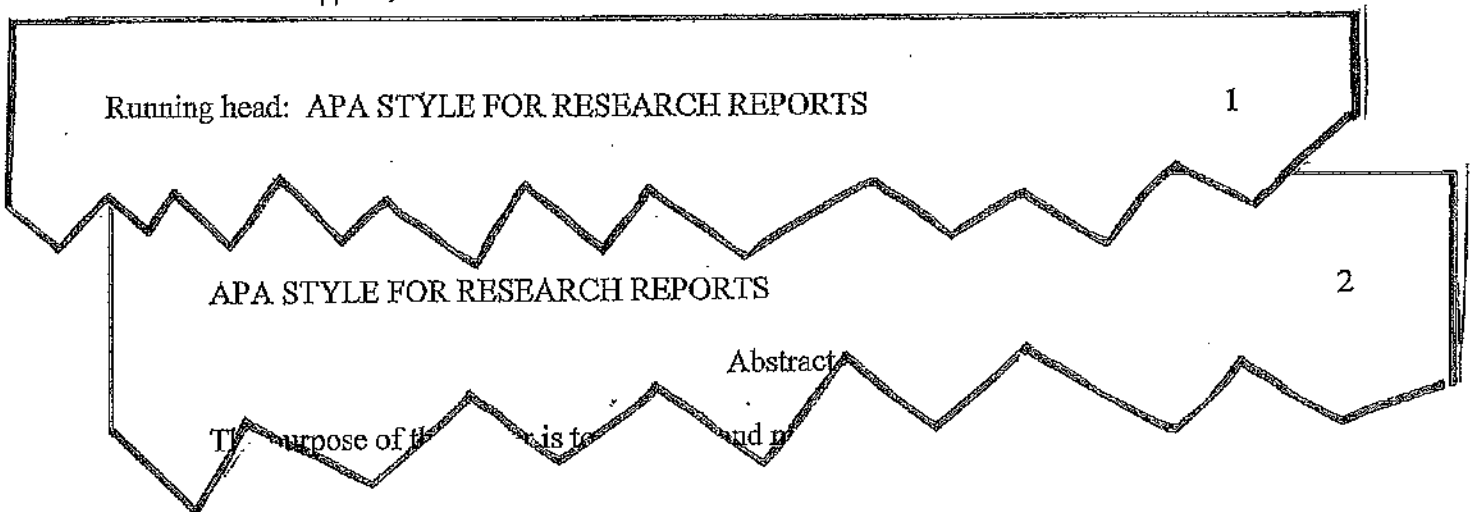
*Running head* - An ALL CAP shortened version of your title;  
less than 50 characters

#### Page 1 Header

Double click at the top of the 1st pg to open the Header & Footer toolbar > Check dift 1st pg > From the left margin type Running head: TITLE OF YOUR PAPER (title is in all caps) > Tab/space over to the right margin (1 in from the right edge) > Click Page Number > Current Position > Plain number (the number 1 should appear)

#### Page 2, etc. Header

Type only your title (all caps- do not use the words Running head this time) > Tab/space over to the right margin (1 in from right edge) > Click Page Number > Current Position > Plain Number (a number 2 should appear) > SAVE!



## SECTIONS OF AN APA PAPER

1. Title page/ 1<sup>st</sup> page
2. Abstract
3. Main Body
4. References

### 1. THE FIRST PAGE OF YOUR PAPER/TITLE PAGE

A. **Header** (flush left) with the words "Running head:" + an ALL CAPS shortened version of your title along with page #1 (flush right)

\* This header will appear differently than the rest of your paper.

#### B. **Title Info**

Centered in the upper half of the page

Upper & lower case letters

No more than 12 words; 1 or 2 lines

Your name

School name

Running head: APA STYLE FOR RESEARCH REPORTS

1

APA STYLE FOR RESEARCH REPORTS

2

#### Abstract

The purpose of this paper is to describe and model APA-style of writing for research reports. Each section of an APA-style paper is described and is written according to the APA-style guidelines to allow you to use it as a model. The Abstract summarizes the main points of the paper in 120 or fewer words. The Introduction should describe the research topic and hypotheses and the support for these hypotheses. The Method is written in subsections: Participants, Design, Materials, and Procedure. The study should be described in enough detail to replicate it. The Results section describes the data and any statistical tests used. The Discussion restates the hypotheses, giving evidence if they are supported.

An abstract is optional, and usually assigned by faculty.

Keywords: *apa style, sample paper*

Introduction to APA Publication  
Style for Research Reports in Psychology  
Dawn M. McBride  
Illinois State University

### 2. ABSTRACT

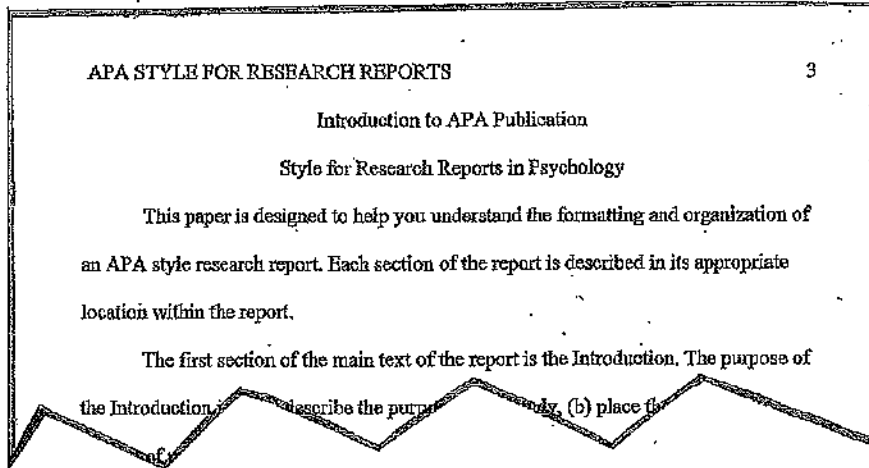
This is a concise summary of the key points of your research. It might include your research topic, research questions, participants, methods, results, data analysis, conclusions, possible implications, future research that might be done on the topic, etc. Not required for essays of 3 pgs or less or those without citations.

**It is a good idea to write your abstract AFTER you have completed writing the essay.**

- \* Should contain a header with your running head (but NOT the words "running head") and pg #2
- \* On the 1<sup>st</sup> line, center the word "Abstract"
- \* Do not indent
- \* Should be one single paragraph, double-spaced
- \* 150-250 words
- \* List keywords from your research at the end of the abstract:  
Indent > Type *Keywords: (italicized)* > then list your keywords

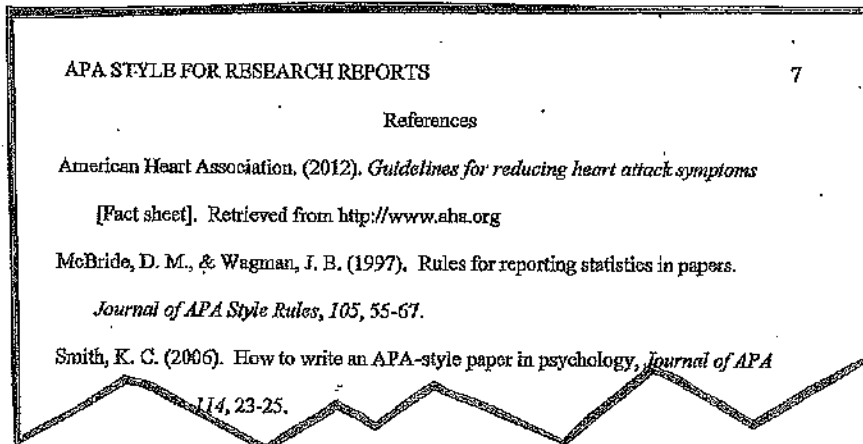
### 3. MAIN BODY OF THE PAPER

- \* Starts on pg 3, or pg 2 if there is no abstract.
- \* Should contain header with running head & pg #
- \* Center the complete title at the top of the page
- \* Start your research by indenting on the line following the title



### 1. REFERENCES PAGE

- \* Begin References page on a new page at the end of your research paper.
- \* If you have properly set up running head & pg #, it should appear on your page without doing anything.
- \* 1 inch margins
- \* Label as References in center at the top of the page
- \* Double space all citations, but do not put an extra space between citations.
- \* Use "hanging indent", which means to start the 1<sup>st</sup> line of the citation at the left margin & indent all other lines of the citations.
- \* All entries will be in alphabetical order.



# APA References Cheat Sheet

## BASIC RULES

- \* Begin References page on a new page at the end of your research paper.
- \* If you have properly set up running head & pg #, it should appear on your page without doing anything.
- \* 1 inch margins
- \* Label as References in center at the top of the page
- \* Double space all citations, but do not put an extra space between citations.
- \* Use "hanging indent", which means to start the 1<sup>st</sup> line of the citation at the left margin & indent all other lines of the citations.
- \* All entries will be in alphabetical order.

## CITATION WIZARD: KnightCite [www.knightcite.com](http://www.knightcite.com)

Creates citations quickly, easily, & CORRECTLY!

1. Choose APA as your citation style
2. Choose from the list on the left the type of material you are citing.
3. Fill in all info from your source
4. Click "submit"
5. Copy & paste the completed citations in alphabetical order onto your References page.

## USING WORD 2010 TO CREATE IN-TEXT CITATIONS

\* This will insert the appropriate citation in the text where needed.

In Word, click the References tab > Style: APA 6<sup>th</sup> Ed. > Insert Citation > Add new source > Fill in the information > OK

## USING WORD 2010 TO CREATE YOUR REFERENCES LIST

\* Automatically creates an entire bibliography for you using the sources cited throughout your paper.

In Word, click the References tab > Style: APA 6<sup>th</sup> Ed. > Bibliography

a holiday excursion to festivities in nearby Apalachee County. Six months later, it was no holiday when a Kiva County grand jury indicted Smutter for vehicular homicide (Buck, 2011).  
 Witnesses testified that Smutter was texting while driving along State Route 99 on that July 4. She went into a skid while trying to avoid a van attempting to make a left turn in front of her, but she slammed into it. Golatas was killed, as were two young children in the van. The children's mother and driver of the other car, Daniela Simpson, was seriously injured, is now paralyzed, and "sentenced to spend the rest of her life confined to a wheelchair" (Kingman, 2012, p. 111).  
 This tragedy might have been avoided if the United States had a national law prohibiting texting while driving, strictly enforced such a law, and established stiff penalties for those convicted of breaking it.

Texting while driving, statistics prove, is not only rising but creating problems on the nation's highways. In the United States, texting increased from 9.8 billion messages a month in January of 2009 to 99.4 billion in January of 2010 (Bandelier, 2007). As cited by the Automotive Review Council (2009), researcher Alan M. Tercero finds that "as many as 70 percent of those messages are being sent by people driving cars" (p. 29). An insurance accident investigator, Barry G. Hulicki, says that drivers using cell phones were involved in 22% of the fatal automobile accidents that occurred in 2011. Hulicki also cites law-enforcement and traffic-safety personnel as predicting that this percentage could rise as much as 2% per year unless stricter laws are enacted (as cited in Burns & Nobel, 2001). Despite these alarming statistics, only 29 states have laws against texting while driving. However, there is one statistic that stands out:

### TEXTING

6

#### References

- Adams, J. (2012, January 10). New device detects cell phones in cars. *Treasure Coast Engineering Monthly*, 12, 21-26.
- All is not well. (2009, September 6). *Drivers' Education Weekly*, 95, 101.
- Automotive Review Council. (2009). *Time for a change*. Stuart, FL: Author.
- Bandelier, A. (2007). Watching out for you. *Scholarly Journal of Automotive Safety and Security*, 22, 26-30. Retrieved from [http://www.jnaal\\_of\\_automotive\\_safety\\_security.html](http://www.jnaal_of_automotive_safety_security.html)
- Buck, A. (2011, July 10). Texting driver involved in fatal accident. *Tarlingua Daily Express*, pp. A1, A11.
- Burns, W., & Nobel, C. (2001). *Driving: sound principles and practices*. Fort Pierce, FL: Johanson Brothers Printing.
- Cutleigh, T., Mole, J., & Lari, J. (2011). *Fatal crashes*. Vero Beach, FL: Possum Press.
- Deadly consequences. (2009). *Driver Daily*. Retrieved from <http://drvrdailynews.edu>
- Fony, L. (2011, December 17). Teens and texting: a deadly menace. *Driving Today*. Retrieved from <http://www.autoviewnews.org/drivtoday>
- Jackson, B. Driven to distraction. (2008, May 17). *Treasure Coast Weekly Magazine*, 19-22.
- Kingman, H.L. (2012). Looking down the road. *Teen Driving*, 7.4, 111-112.
- doi:10.1111/1091-737.21.6.123