Guidelines for Writing Student Papers
Using American Psychological Association Style

The paper should start on a new page after the title page (or after the Abstract page if there is one). The title of the paper should be centered at the top of the page, using uppercase and lowercase letters (capitalize words with four or more letters). Do not bold-face, italicize or under the title or put it in quotation marks or in ALL CAPS. Double line space the entire paper. The first sentence of each new paragraph should be indented 0.5 inches (set tabs at 0.5 inches and use the tab key to insert an indent). Format your document in portrait orientation, and use standard-sized 8 ½ x 11 inch paper. Use a 12-point Times New Roman font for all text.

**Body of the Paper** (level 1 heading)

The body of your paper should begin with an introduction that states the specific problem or theme and summarizes findings or conclusions. The introduction should not be labeled with a subtitle. Your introductory paragraph should end with your one-sentence thesis statements (topic + your opinion/argument + several discussion points). Your paper should have several body paragraphs each with a topic sentence. Your concluding paragraph should restate your thesis statement and sum how you’ve proven it to be true.

**Quotations** (level 1 heading)

If you are including quotations in your paper, they should be incorporated o your text if you are using fewer than 40 words in the quotation. The exact words from the source should be in encased in “double” quotation marks. Quotations require an in-text citation. A quotation with more than 40 words should be indented in a freestanding block. Do not encase the words in quotation mark.
**Block Quotations** (level 2 heading)

For your quotation of more than 40 words, start the block quotation on a new line, and indent the block 0.5 inches from the left margin (use Word’s automatic indent feature). The quotation should be double line spaced. Do not put quotation marks around the quoted words when using the block quotation format. Do include your in-text citation at the end of the quotation. (in-text citation)

When using quotations, paraphrases or summaries, be sure to insert in-text citations (either attribution form or parenthetical form) throughout your paper.

**Sources** (level 1 heading)

List all of the sources you have cited with an in-text citation on a Reference page at the end of your paper, starting on a new page. All sources should be in alphabetical order by the author’s last name (or article title if there is no author). They should be double-line spaced and in hanging indent format. Do not number or bullet-point your sources. All sources with in-text citations must be listed in your Reference List; however, do not list sources unless they do have a corresponding in-text citation in your paper.