Running head: SHORTENED TITLE IN ALL CAPS

Running Head Instructions (All instructions are for Microsoft Word 2016, on Windows 10)
Margins: 1” on all sides

Title in Proper Title Case Format

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Commented [SH1]: The Running Head should be 50 or fewer characters long.

To add a running head in Microsoft Word:
1. Double click in the header area at the top of the document.
2. In the Header & Footer tools "Design" tab, check the box Different First Page.
3. In the header, type Running head: followed by a shortened version of your title written in all capital letters.
4. Scroll to the (or create a) second page to your document.
5. If not already selected, double click in the header to select it and type the same running head that was on the title page but leave out the “Running head:” part.

To insert page numbers in Microsoft Word:
1. On the first page, place your cursor to the right of the running head and press the Tab button on your keyboard until the cursor is at the right margin.
2. Click the "Insert" tab in the top menu.
3. Select Page Number, then "Current Position," and choose Plain Number from the options.
4. On the second page, again place your cursor to the right of the running head and press the Tab button on your keyboard until the cursor is at the right margin.
5. Select Page Number, then "Current Position," and choose Plain Number from the options. The page number will show up in the header with a consecutive number on every page.

Commented [SH2]: To set margins to 1”: Go to Layout → Margins → Normal.

Commented [SH3]: Title, Author, Affiliation text should be centered vertically on the title page.
Abstract

The abstract is a summary of the rest of your paper. It should briefly and succinctly tell the reader what your paper is all about. You should use keywords that appear in your paper and it should remain neutral in tone. There are no indents in the abstract. Your professor may tell you that you do not need an abstract; in that case the second page will look like the third page. Good luck in all your writing.
Now that you are writing your paper, you will need to indent the first line of each new paragraph that you write ½ inch (0.5). To indent a paragraph in Word, place your cursor somewhere in the paragraph, right click the mouse, and select “Paragraph” from the resulting pop up menu. Under “Indentation,” use the “Special” pull-down menu to select “First Line.” The default will likely be 0.5, but if not, you can set it to this value.

Remember to write clearly and avoid using personal pronouns, such as “I,” “we,” “my” or “mine.” It is not always inappropriate to use personal pronouns, but generally scientific papers avoid them, instead using third-person point of view such as “the researchers” or “the author.” Take care to avoid ambiguity, however! For example, McAdoo (2009) writes:

Authors sometimes use the third person simply because it sounds more objective. Authors will often use the authors as a stand-in for I or we, but using this phrase can lead to confusion. Consider the second sentence in this pair:

As Smith and Jones (1999) and Drew (2007) noted, there is no correlation between television viewing time and calorie intake. The authors replicated this finding with three experiments.

Does “the authors” refer to both Smith and Jones (1999) and Drew (2007)? Or does it refer to the authors of the current paper? You would likely guess it’s the latter, but the meaning would be clearer with we:

As Smith and Jones (1999) and Drew (2007) noted, there is no correlation between television viewing time and calorie intake. We replicated this finding with three experiments.
Include your in-text citations to show your reader where and when you got information from other sources, e.g., (Carlson, 2010). Each time you quote or paraphrase sources, you should cite the source. When you use a direct quote, you are required to include the page number or other location information; you are encouraged, but not required, to provide location information for a paraphrase “when it would help the reader locate the relevant passage in a long or complex text” (Lee, 2015, “Paraphrases,” para. 1). When you cite the same source repeatedly throughout a paragraph, aim to cite the source in a different way each time. Here are a couple of example paragraphs citing the same source repeatedly, with the attribution text bolded:

**Example 1**

Viglione (2010) argues that the cross-pollination and fusion of musical genres over the last two decades has exposed children to a diversity of musical styles. Technology has also made possible the distribution and sharing of music in exciting new ways (Viglione, 2010). According to Viglione, "Music is shared through social media sites, analyzed and tailored for the individual listener via sites like Pandora, and simply given away by musicians on their websites" (p. 20). As a result, in the future, children will likely develop eclectic musical tastes early and expect a diversity of musical styles at younger and younger ages (Viglione, 2010).

**Example 2**

Viglione (2010) suggests that cross-pollination and fusion of musical genres over the last two decades has exposed children to a diversity of musical styles. He points out that technology has also made possible the distribution and sharing of music in exciting new ways. Music is shared through social media sites, analyzed and tailored for the individual listener via sites like Pandora, and simply given away by musicians on their websites (Viglione, 2010). As a result, he
argues, in the future, children will likely develop eclectic musical tastes early and expect a diversity of musical styles at younger and younger ages.

Your APA paper should be double spaced throughout. You can put one or two spaces after each period, as long as the paper is consistent.

Using Headings Properly

In APA format, there are five levels of headings, each with different sizes and purposes. Headings serve an important purpose – they organize your paper and make it simple to locate different pieces of information. In addition, headings provide readers with a glimpse of the main idea, or content, they are about to read. The information below presents the heading levels three ways: described, with imaginary example headings; as an excerpt from an imaginary paper; and in a figure.

Level 1: e.g., Methodology

- Centered in the middle of the page
- Use bold letters
- Use regular title case, where major words are capitalized

Level 2: e.g. Selection of Participants

- Place this heading against the left margin
- Use bold letters
- Use uppercase and lowercase letters where necessary

Level 3: e.g. Process of recruitment in Canada.

- Indented 0.5 inches from the left margin
- Use bold letters
- Only place an uppercase letter at the first word of the heading. All others should be lowercase. The exception is for proper nouns as they should begin with a capital letter.
- Use a period at the end.

Level 4: e.g. Recruitment process specific to Saskatchewan.

- Indented 0.5 inches from the left margin
- Bolded
- Italicized
Only place an uppercase letter at the first word of the heading. All others should be lowercase. The exception is for proper nouns as they should begin with a capital letter. Use a period at the end.

Level 5: e.g. Provision of incentives.

- Indented 0.5 inches from the left margin
- Italicized
- Only place an uppercase letter at the first word of the heading. All others should be lowercase. The exception is for proper nouns as they should begin with a capital letter.
- Use a period at the end.

This excerpt from a paper posted on the APA Style Blog shows how a writer might use the different levels to organize a “Method” section:

(1) Method

(2) Participants

Participants were 80 university students (35 men, 45 women) whose mean age was 20.25 years (SD = 1.68). Approximately 70% of participants were European American, 15% were African American, 9% were Hispanic American, and 6% were Asian American. They received course credit for their participation.

(2) Procedure

(3) Recruitment. We placed flyers about the study on bulletin boards around campus, and the study was included on the list of open studies on the Psychology Department website. To reduce bias in the sample, we described the study as a “personality study” rather than specifically mentioning our target traits of anxiety and rejection sensitivity.

(3) Session 1: Psychiatric diagnoses. During the initial interview session, doctoral level psychology students assessed participants for psychiatric diagnoses. Eighteen percent of the sample met the criteria for generalized anxiety disorder according to the Structured Clinical Interview for DSM–IV Axis I Disorders (First, Gibbon, Spitzer, & Williams, 1996).

(3) Session 2: Assessments. All participants attended a follow-up session to complete assessments. Participants were instructed to bring a friend with them who would complete the other-report measures.

(4) Self-report measures. We first administered several self-report measures, as follows.

(5) State and trait anxiety. Participants took the State–Trait Anxiety Inventory for Adults (STAI–A; Spielberger, Gorsuch, Lushene, Vagg, & Jacobs, 1983), a 40-item self-report measure to assess anxiety.
(5) Rejection sensitivity. Participants took the Rejection Sensitivity Questionnaire (RSQ; Downey & Feldman, 1996), an 18-item self-report measure that assesses rejection sensitivity. See figure 1 for further examples:

**APA Style Headings: 6th Edition**

<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Centered, Boldface, Uppercase and Lowercase Heading</strong>&lt;br&gt;Then your paragraph begins below, indented like a regular paragraph.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Flush Left, Boldface, Uppercase, and Lowercase Heading</strong>&lt;br&gt;Then your paragraph begins below, indented like a regular paragraph.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Indented, boldface, lowercase paragraph heading ending with a period.</strong> Your paragraph begins right here, in line with the heading.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</strong> Your paragraph begins right here, in line with the heading.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Indented, italicized, lowercase paragraph heading ending with a period.</strong> Your paragraph begins right here, in line with the heading.</td>
</tr>
</tbody>
</table>

*For headings at Levels 3–5, the first letter of the first word in the heading is uppercase, and the remaining words are lowercase (except for proper nouns and the first word to follow a colon).*

Figure 1. APA Style Headings.

**APA Example Table, with Notes**

<table>
<thead>
<tr>
<th>Breed</th>
<th>Male</th>
<th>Female</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dachshund</td>
<td>123</td>
<td>234</td>
<td>17.6</td>
</tr>
<tr>
<td>Terrier</td>
<td>456</td>
<td>567</td>
<td>31.1</td>
</tr>
<tr>
<td>Siberian Husky</td>
<td>789</td>
<td>891</td>
<td>51.3</td>
</tr>
<tr>
<td>Totals (N = 3060)</td>
<td>1368</td>
<td>1692</td>
<td></td>
</tr>
</tbody>
</table>

*Note. Average score = 150. No animals were harmed during testing.*

*Three huskies (one male, two female) escaped before testing was completed and are therefore not included in the table (Purdue Online Writing Lab, 2018).*
References


For more information:
- Check out the APA reference page on the library website: https://libguides.up.edu/cite/apa
- There is a copy of the APA manual guide in the reference section of the library (Call number: BF76.7 .P83 2010)
- The APA style blog is very helpful: https://blog.apastyle.org/apastyle/

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