

Condensed APA Style (6th Ed.) Reference Sheet: **FORMATTING AND STYLE**

General

- *Everything* double-spaced (including References), with 1.0” margins on all sides.
- All pages, including the title page, should be numbered in the upper right-hand corner.
- Everything in 12 point font, preferably Times New Roman (Arial also acceptable)

Title Page

- In upper left-hand corner: The words “Running head: ” (with an ALL CAPS running head after. Subsequent pages have only the allcaps header)
- In the center of the page (both vertically and horizontally):

Title

Author(s) name or ID#

Author Affiliation(s) (e.g., “The Colorado College”)

Abstract

- Begins on a new page (2), titled “Abstract” (centered, not bold)
- Do not indent first line of Abstract paragraph. Abstract should not exceed 150 words.

Introduction

- Begins on a new page (3), with the full paper title at top again (centered, not bold)
- Never put the word “Introduction” in the title (or anywhere else)
- Indent first line of this and all subsequent paragraphs (only the Abstract is not indented).

Method

- Does not purposefully begin on a new page. Titled **Method** (centered, bold).
 - Note: it is *not* “Methods” with an s.
- Subsections may include: Participants, Materials, Procedure
- Note: If this or any other section (e.g., Introduction, Results) is divided into subsections, titles are formatted as follows:
 - Level 1: centered, bold, uppercase and lowercase letters
 - Level 2: flush left, bold, uppercase and lowercase letters
 - Level 3 (if needed): indented, bold, lowercase paragraph heading with a period

Example:

Method

Materials

Emotions task. Writing for this section begins here, immediately after Level 3 heading...

Results

- Does not purposefully begin on a new page. Titled **Results** (centered, bold)
- Only discuss results, data, etc., *not* implications of study (Note: the word data is plural!)

Discussion

- Does not purposefully begin on a new page. Titled **Discussion** (centered, bold)
- Evaluates results, considers limitations, and presents bigger implications of the study.

Over for Style Issues (see other handouts for formatting References, Tables, and Figures)

Style Issues

Always Paraphrase when using other sources

(Direct quotations are heavily frowned upon in APA style)

Do not use footnotes or endnotes

Do not use personal pronouns (e.g., I, we, you, us)

Do not use contractions (e.g., can't, should've)

Do not use the term *prove*. Scientific hypotheses are never *proven*, but they can be “supported”

Note: The “Find” command (**Ctrl+F**) is an excellent tool; use it to find words that should not be used (see above), as well as to find apostrophes (in contractions).

Numbers one through nine should be spelled out. Numbers 10 and above are in numerical form. **EXCEPTIONS:** when indicating a unit of measurement, a statistical/mathematical result, or in a table/figure (always numbers); at the beginning of a sentence (always spelled out).

The rules for reporting and punctuating **inferential statistics** (e.g., *p* values, *t* tests, *F* tests, χ^2 tests, etc.) are specific and varied; see sections 4.35 and 4.41– 4.49 of the APA Manual for clarification (pp. 113–124, 6th Ed.).

Focus on being CLEAR and CONCISE.

Always use the past tense when describing a study, theory, etc.

Try to use active voice (“Researchers conducted a study”) rather than passive voice (“A study was conducted”) whenever possible.

Avoid the terms *correlation* and *significant* outside of statistical discussions.