

Condensed APA Style (6<sup>th</sup> 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,  $\chi^2$  tests, etc.) are specific and varied; see sections 4.35 and 4.41–4.49 of the APA Manual for clarification (pp. 113–124, 6<sup>th</sup> 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.