



THE UNIVERSITY OF TRINIDAD AND TOBAGO

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A BRIEF GUIDE TO FORMATTING A PAPER IN APA

BRIEF GUIDE TO FORMATTING A RESEARCH PAPER USING THE APA STYLE

As part of the course requirements at tertiary level, students must submit essays or research papers using a citation and formatting style which has been selected by the institution to which they are affiliated. Once a particular style has been selected, it must be carefully followed as it provides specific guidelines for the layout of the paper and the formatting of the References.

This document provides a brief outline of the APA style which is one of the recommended styles of the University of Trinidad and Tobago.

GENERAL GUIDELINES

Paper:	Standard size 8½ x 11 inches
Font:	12 point Times New Roman
Line spacing:	Double spaced
Margins:	1" on all sides
Page Numbers:	Number all pages consecutively beginning with the title page
Paragraphs:	Indent the first line of every paragraph except the abstract. Do not justify the document.

Running head:

APA requires a **page header**, also known as the "**running head**" at the top of every page. To create a **page header/running head**, insert page numbers flush right. Then type "TITLE OF YOUR PAPER" in the header flush left in all capital letters. The **running head** is a shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation (see page 4).

MAJOR PAPER SECTIONS

Your research paper should include four major sections: **Title Page, Abstract, Main Body, References.**

You may also include **Acknowledgements, Table of Contents, List of Tables and Figures, Appendices** (*if required*).

The order for the above sections are as follows:

- **Title page** (see page 3)
- **Acknowledgements** (see page 9)
- **Table of Contents** (see page 9)
- **List of Tables** (see page 10)
- **List of Figures** (see page 10)
- **Abstract** (see page 4)
- **Main Body** (see page 5)
- **References** (see page 8)
- **Figures Page** (see page 10)
- **Tables Page** (see page 10)
- **Appendices** (see page 9)

TITLE PAGE

The phrase 'Running head' is inserted **only** on the title page. It must always be positioned flush left.

The Running head is a shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation.

Running head: SAMPLE PAPER IN APA

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Sample Paper

using the American Psychological
Association (APA) Referencing Style

Pages must be numbered consecutively beginning with the title page. Page number must always be placed on the top right hand side of the page

The title of your paper:

- Place in the centre of the upper half of the page .
- Do not bold, italicise or underline.
- No more than 12 words in length
- Should not contain abbreviations or words that serve no purpose.

Author's name

John Smith

The University of Trinidad and Tobago

Institutional Affiliation

ABSTRACT

Begin on a new page.

Running Head is to be included flush left on each page.

Consecutive Page Number is to be included flush right on each page.

The word **Abstract** is typed in the centre of the upper part of the page. Do not bold, format, underline, use italics or quotation marks.

Do not indent the first line of the abstract.

SAMPLE PAPER IN APA

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Abstract

Your Abstract should be a single paragraph, double-spaced

Do not justify right margin or hyphenate words at the ends of the line.

The abstract is a concise summary of the key points of your research. It is between 150 and 250 words and no more than one paragraph in length. It should be accurate and specific, containing at least your research topic, research questions, participants, methods, results, data analysis and conclusions. You may also include possible implications of your research and future work connected with your findings, thereby allowing readers to quickly and precisely understand the purpose of your paper.

Keywords: APA Abstract, Summary

Listing your keywords will help researchers find your work in databases.

THE MAIN BODY— GENERAL STRUCTURE

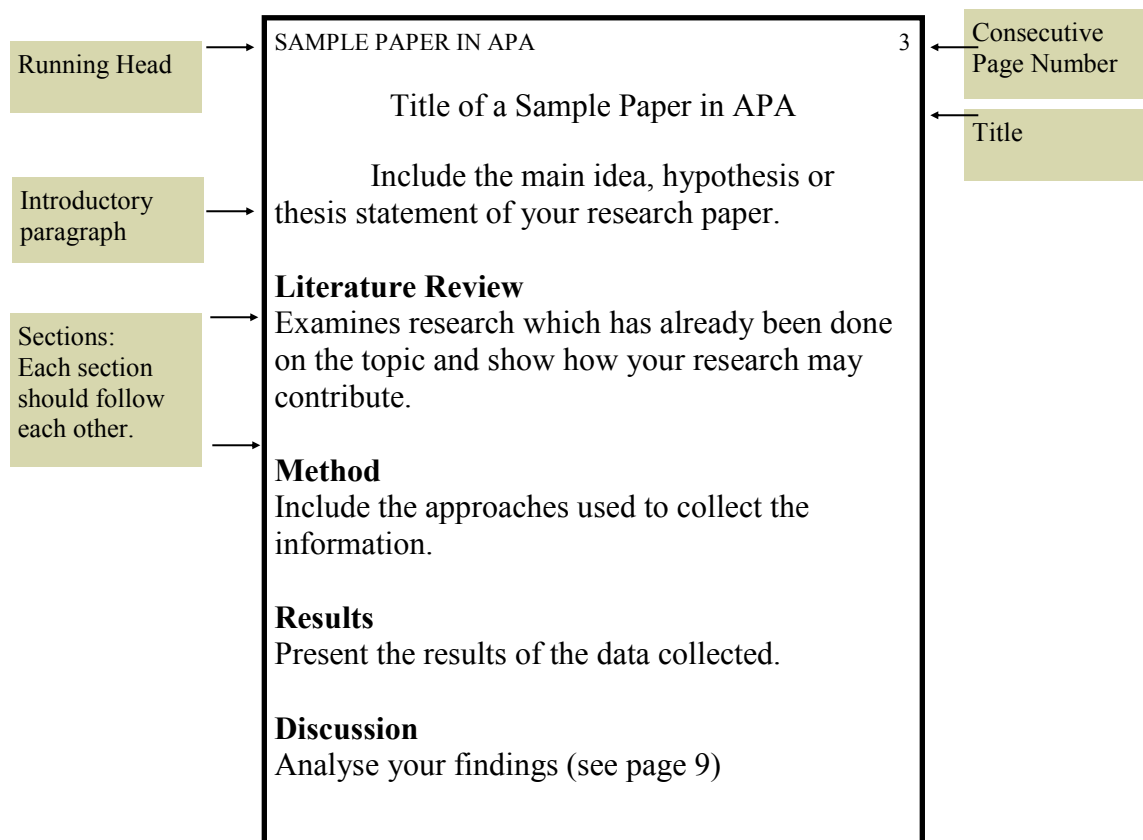
Title: The main body of the research paper begins with the title which should be centred at the top of a new page; it should not be underlined, italicised or put in bold.

Introductory Paragraph: The introductory paragraph does not require a heading, but unlike the abstract, it starts with an indentation. It should include the main idea, hypothesis or thesis statement of your research paper.

Sections: The following sections could be included in your paper depending on the nature of the research being done. Each section follows one another without interruption or break; do not start each section on a new page, unless required.

The following sequence is used for sections of the main body of the research paper:

- **Literature Review:** Examines research which has already been done on the topic. The purpose is to demonstrate an awareness of your subject area, as well as show how your research may contribute to this body of knowledge.
- **Method:** Varies according to the type of research conducted and describes in detail how the study was conducted, including the approaches used to collect the information and the design of the data collection instrument best suited.
- **Results:** Includes a summary of the data collected and the analysis performed. If the research undertaken was not extensive then it is generally considered more useful to combine the Results section with the Discussion section.
- **Discussion:** Examines an evaluation and interpretation of the results, especially with respect to the original hypotheses. It indicates whether the results support or disprove the hypothesis and what factors may have affected the results; it draws inferences and conclusions from the results.



THE MAIN BODY— FORMATTING ELEMENTS

QUOTATIONS

APA uses two types of Quotations:

- 1. Short Quotations**
- 2. Long Quotations**

1. Short quotations are less than 40 words.

Include in double quotations marks as part of the sentence.

E.g.

Individuals need to make themselves more marketable by engaging in continuous professional development as “it is now quite usual for employers to ask candidates at job interviews about the steps they have taken to identify and address their own development needs.” (Cottrell, 2003, p.3).

2. Long quotations are 40 words or more.

Include as a block while still maintaining the double spacing. Indent 5-7 spaces from the left margin in keeping with previous paragraphs. Do not enclose in quotation marks.

E.g.

In discussing the potential impact of tertiary education on students, Cottrell (2003) has pointed out that University life and study can be very challenging to our way of seeing the world. Many would argue that it should be and that a university education should stretch students and make them re-evaluate their core beliefs and ways of thinking. The challenge can be difficult to manage at first (p.81).

THE MAIN BODY— FORMATTING ELEMENTS

HEADINGS

APA has identified five levels of heading which can be used to organize the layout of the re-

APA HEADINGS	
LEVEL	FORMAT
1	Centered Bold, Uppercase and Lowercase Heading
2	Left-aligned, Bold, Uppercase and lowercase heading
3	Indented, Bold, lowercase paragraph heading ending with a period.
4	Indented, Bold, <i>Italicized</i>, lowercase paragraph heading ending with a period.
5	Indented, <i>Italicized</i>, lowercase paragraph heading ending with a period.

search paper. These headings which must be used in sequence are :

The number of headings used will depend on the complexity of your paper.

An example of a layout to be used in a research paper will be as follows :

Engineering in the Twentieth Century (Level 1)

The Impact of Engineering on Society	(Level 2)
Urbanization.	(Level 3)
<i>Town and country planning.</i>	(Level 4)
<i>City Layout.</i>	(Level 5)

VOICE AND TONE

Use the third person point of view rather than the first

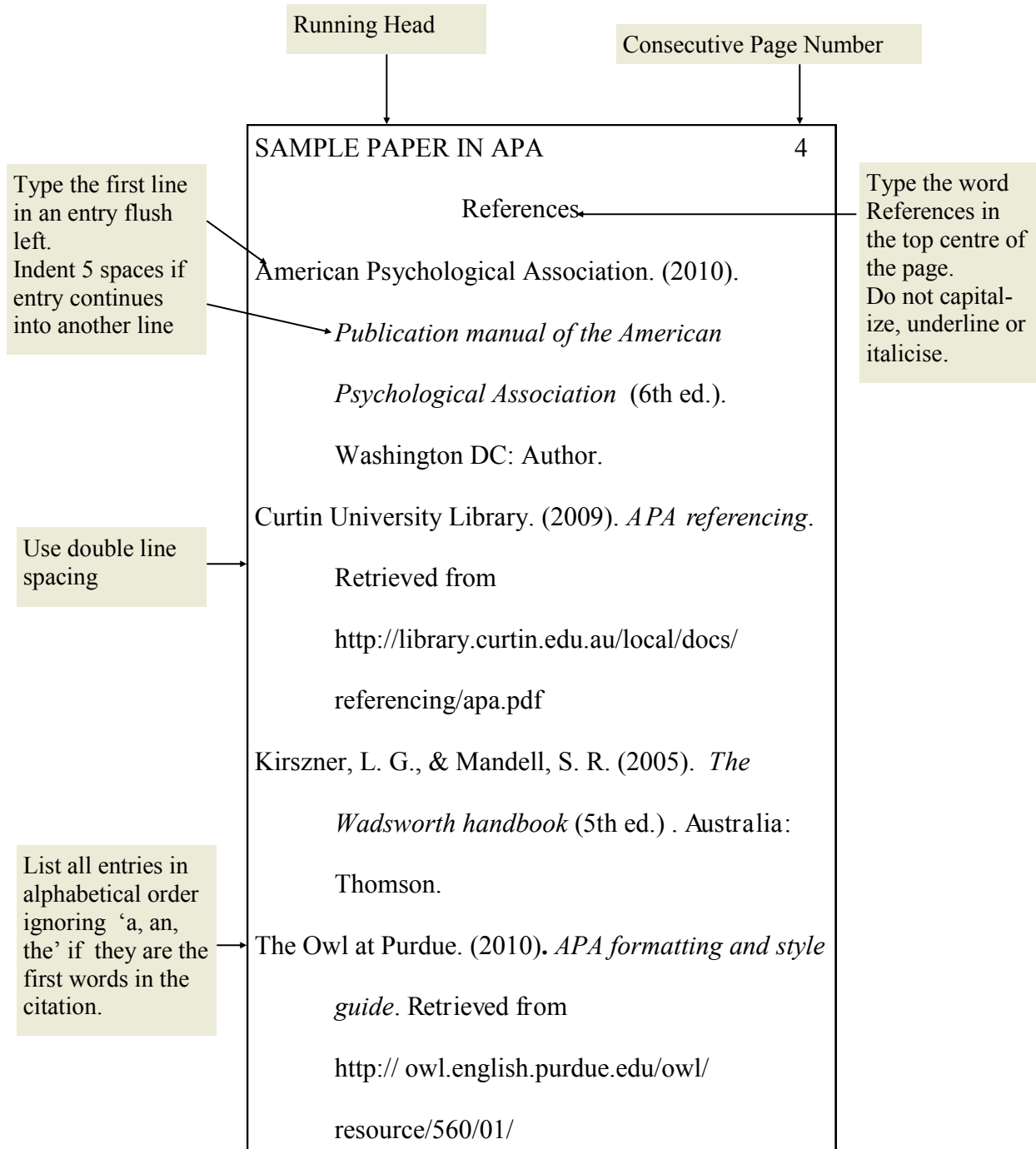
The study showed that ... **Not** I found out that ...

Use the active voice rather than the passive voice:

The participants responded... **Not** The responses provided by the participants...

REFERENCES

Begin on a new page.



Further information can be obtained from UTT Libraries webpage <http://www.u.tt/library> .

OTHER SECTIONS OF A RESEARCH PAPER IN APA

Table of Contents: *A list of section titles to help the reader understand the organisation of the paper.*

A table of contents may be used for papers longer than five pages. Place after the *Title Page*, but before the *Abstract*.

Acknowledgments: *Include notes of appreciation to persons who provided the author with support or help during the writing process.*

This section is usually placed after the *Title Page* but before the *Table of Contents*. Alternatively, it can be placed after the *References* section but before the *Appendix*.

Footnote: *A brief explanatory note about the topic at hand or a citation.*

Footnotes appear as superscripts in the text; each superscript corresponds with a number for either a citation or an explanatory note at the bottom of the page and are numbered consecutively from the start to the end of the paper. Alternatively, Footnotes can be placed on a separate page after the *References* page, with the word “Footnotes” centered at the top of the page. The first line of each Footnote should be indented five spaces.

SAMPLE PAPER IN APA

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Examples of Footnotes at the bottom of the page.

Superscripts correspond with a number for either a citation¹ or an explanatory note² at the bottom of the page and should be no more than 2 points smaller than the font size used for the body of the text.

Citations in Footnotes include only the author and the year of publication.

¹American Psychological Association. (2010).

² Superscripts in APA are numbers that are set slightly above the normal line of type.

Conclusion: *The final paragraph in the text in which important ideas discussed are summarised (very briefly) and conclusions are drawn based upon the evidence presented.*

Write the *Conclusion* in a logical order, reinforcing the thesis and illustrating the connections between each section of the paper. End with recommendations to the reader that encourage further study or action. Place the *Conclusion* after the *Discussion* section but before the *References*.

Appendix: *Any additional information that is helpful, but not essential to the main document.*

An Appendix is a section found at the end of the paper. It may contain a questionnaire, a blueprint or Tables and Figures etc. Each Appendix must begin on a new page and placed in the order in which it is mentioned in the text. If only one Appendix is used, label it Appendix and centre it on the top of the page; if more than one, add a capital letter to the label e.g. Appendix A, Appendix B etc. In the text, refer to each Appendix by its label, e.g. Appendix A. Each Appendix must have a Title, which is centred on the top of the page, below the label.

OTHER SECTIONS OF A RESEARCH PAPER IN APA

Tables :

A Table displays numerical values or text in rows and columns.

Use tables if they are relevant to enhance a paper's content. Place them in the body of the paper, close to where they are mentioned or as Appendices, after the References page. A List of Tables can be placed after the Table of Contents, if required, (see page 2).

An example of a Table is as follows:

Table 1 **(Label Tables consecutively as they appear in the paper)**

Body Mass Weight Chart (Table Title: should be 2 lines above table)

BMI	Weight Status
Below 18.5	Underweight
18.5 to 24.9	Normal
25.0 to 29.9	Overweight
30.0 and above	Obese

Note. BMI= Body Mass Index, From Market Information Digest NY. Copyright 2018 by The Nelson Company.

(Use Note to: 1) explain abbreviations, symbols etc., 2) acknowledge source of the table, 3) show copyright statement)

Figures:

A Figure is any type of illustration (graph, chart, map, drawing or photograph) other than a table.

Use Figures if they are relevant to enhance a paper's content. Place them in the body of the paper, close to where they are mentioned or as Appendices, after the References section. A List of Figures can be placed after the List of Tables, if required, (see page 2).

An example of a Figure is as follows:

HEIGHT TO WEIGHT RATIO CHART							
FEMALE				MALE			
HEIGHT	Low	Target	High	HEIGHT	Low	Target	High
4' 10"	100	115	131	5' 1"	123	134	145
4' 11"	101	117	134	5' 2"	125	137	148
5' 0"	103	120	137	5' 3"	127	139	151
5' 1"	105	122	140	5' 4"	129	142	155
5' 2"	108	125	144	5' 5"	131	145	159
5' 3"	111	128	148	5' 6"	133	148	163
5' 4"	114	133	152	5' 7"	135	151	167
5' 5"	117	136	156	5' 8"	137	154	171
5' 6"	120	140	160	5' 9"	139	157	175
5' 7"	123	143	164	5' 10"	141	160	179
5' 8"	126	146	167	5' 11"	144	164	183
5' 9"	129	150	170	6' 0"	147	167	187
5' 10"	132	153	173	6' 1"	150	171	192
5' 11"	135	156	176	6' 2"	153	175	197
6' 0"	138	159	179	6' 3"	157	179	202

Figure 1. Chart showing Height to Weight Ratio in men and women. Adapted from Market Information Digest NY. Copyright 2018 by The Nelson Company.

(Consecutive number of the Figure. Title. Source. Copyright statement)