

Following APA Guidelines for Collin College Papers

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*The title block should be centered on the page with title, your name and the college name.*

*If your instructor requests it, you may include an author's note toward the bottom of the page.*

*This is a sentence giving the course, the professor's name and the date submitted. It should be double spaced and indented.*

Author's Note:

This paper was prepared for PSYC 1401, Introduction to Psychology, and submitted to Professor Smith on October 23, 2014

### Following APA Guidelines for Collin College Papers

The guidelines of the American Psychiatric Association (APA) are usually followed for papers in the social sciences or for certain science classes. Keep in mind that requirements may vary among professors. Use size 12 Times New Roman font, one inch margins, double spacing and left alignment. A header runs on every page, but is different on the title page. Right-click in the header zone on the first page to edit the header. Check the box that says “Different first page.” Type “Running head:” (without the quotation marks) in upper and lower case, followed by the title of your paper in all capital letters. If your title is long, you may use a shortened title as the running head. Press “Tab” once or twice to move your cursor to the right hand corner. Click “Insert Page Number,” go to “Current Position,” and choose “Plain Number.” On the second page, right-click into the header zone and repeat the process, removing the “Running head” text, leaving the all-capitals title on the left and inserting the page number on the right.

### **Guidelines for the Body of the Paper**

Your professor should indicate the sections you are expected to include; for example, an abstract may not be required. If your professor does not require additional elements such as an abstract, the body of the paper will begin on page 2, and should have the centered title as the first line of the text.

If you are reporting on the results of an experiment, survey or lab, your sections will likely be “Materials,” “Method,” “Results,” and “Discussion.” These headings will be centered in bold. Any subheadings will be in bold and left-aligned. Other possible assignments, such as a literature review or a research paper, might not need headings.

Scientific writing supposes an objective, unbiased writer who presents the facts.

Language should be concise. Opt for formal over informal diction, using any appropriate technical terminology. Passive voice may be appropriate because it eliminates any personal references when discussing methods of an experiment: “The water was poured” instead of “We poured the water.”

### **Guidelines for Documenting Sources**

Proper documentation of material from other sources is important; failure to do so is considered plagiarism. Citations are required for quotations, summaries or paraphrases. In-text citations give the author or authors’ last names and the year of publication, such as (Strunk & White, 1979). If summarizing or paraphrasing, a page number is not required but is encouraged. If naming the author(s) in your sentence, include the year after the name(s) in parentheses: According to Strunk and White (1979), one should write with conciseness and clarity. If quoting material, the page number appears in parentheses at the end of the sentence, as in (p. 45). For a quotation of more than forty words, use a block quotation format:

You will use a complete sentence to introduce the quotation, followed by a colon. The actual quotation will be aligned left at ½ inch, but will not be surrounded by quotation marks. The parenthetical citation will immediately follow, and the paragraph will continue at the normal margin. (Collin College, 2014, p. 1)

APA guidelines call for italicizing titles of books, periodicals, films, and other publications, while other types of documents, such as articles, short stories, or chapter titles, appear in quotation marks within the text, but NOT on the References page. The References page, an alphabetized list of all your sources, will be on a separate page which follows the last page of the body of your paper. Every source cited within the text will have a matching citation on the reference page and vice versa.

## References

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