For more information on APA, MLA, or Turabian Style, please see your copy of the style guides. Dr Paper Software is not a replacement for the guidelines outlined in your organization's manual.

American Psychological Association. *Publication Manual of the American Psychological Association*. 7th ed. Washington: American Psychological Association, 2020.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 8th ed. New York: The Modern Language Association, 2016.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 9th ed. Chicago: University of Chicago Press, 2018.

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APA Basics

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The Write Direction

ABOUT RESEARCH WRITING ASSIGNMENTS

Writing a research paper develops skills you are going to need in order to succeed in whatever profession you choose. Here are just a few of the skills you develop by writing a research paper:

- Engaging a topic, and researching what others have said or discovered.
- Synthesizing information to form a position of your own that is logically derived from your research and your own thoughts
- Articulating that position in a logical discussion that can be easily followed and understood

WHY WE USE STYLEGUIDES.

Style guidelines provide standards that help writers present information in an organized, uniform manner. Rules for margins, font size, and spacing, help ensure that all 5 page essays, for instance, are the same length. Instructions for the formatting of bibliographic references make certain readers can identify the type of source being cited.

WHY WE DOCUMENT SOURCES

The bibliographic citations you include in your papers serve a number of purposes:

Provide evidence that your position is well-researched and carefully considered.

The references you provide your readers allow you to demonstrate that your position or argument is thoroughly researched and that you have referenced, or addressed, the critical authorities relevant to the issues. Researching what others have written about your topic allows you to support your own position with the opinions of experts, shows that you are able to address the opinions of those who might disagree with you, and generally illustrates that you have educated yourself by consulting experts in the field.

Give credit to the author of an original concept or theory presented.

Giving proper attribution to those whose thoughts, words, and ideas you use is an important concept in scholarly writing. For these reasons, it is important to adopt habits of collecting the bibliographic information on source works necessary for correct citations in an organized and thorough manner. Understanding and

adhering to the guidelines for attributing concepts and ideas to others, too, is an important part of the research writing process. Direct quotes, paraphrased passages, and summaries of general research findings should ALL be cited.

Help readers identify and locate the source work.

Readers often want to locate a work you have cited, either to verify the information, or to learn more about issues and topics addressed by the work. It is important that readers should be able to find the works you have used to inform your research easily and efficiently from the information included in your citation.

WHAT KINDS OF MATERIALS NEED TO BE REFERENCED

The following types of research materials must be documented:

- An original idea, opinion, theory, or research finding expressed, either verbally or in writing, by another person
- Facts, statistics, graphs, drawings, and other pieces of information that are not generally recognized as common knowledge
- Direct quotations of another person's spoken or written words
- Paraphrase of another person's spoken or written words

If you have *any* questions about the need to cite a particular source work, it is generally advisable to err on the side of caution: *cite the source*. Understanding which materials to cite, and citing them correctly, will help you get the most out of your assignment -- and ensure that you avoid plagiarism.

Checklist for research writing assignments.

1. Make absolutely certain you understand the assignment.

Read the assignment description carefully, and make sure you understand *exactly* what you are being asked to do. If you have any questions about the assignment, due date, or anything else associated with this paper, ask your professor questions **now**, before you start.

2. Research the general subject.

If you have a subject or topic assigned to you, begin researching that topic or subject. If you are being asked to choose your own

topic, you will probably want to to start by researching sources dealing with the general subject(s) covered in the course. The internet can be especially helpful for this: online encyclopedias (such as Wikipedia) can provide background information on subjects, online search engines (such as Google) and bookstores (such as amazon.com) can give you an idea of what others have written on the subject. It's also a good idea to ask your librarian to help you identify resources you may not have found on your own. Your library's website, too, will have listings for research sources that are available to you.

3. Choose a topic that is appropriate to the length & type of assignment.

If you are being asked to choose your own topic, take care that the topic you choose is appropriate to the required length of the assigned paper.

4. Identify potential research sources.

Research your topic, using your university library services, and put together a list of sources pertinent to your topic. It is important, during this stage, to understand the importance of evaluating a source. Try to make certain you are consulting experts who are recognized by others in their field.

5. Compose a working thesis, and start reading.

Your working thesis should crystalize the main point of your paper, and help you organize your discussion. Don't worry about the exact wording of the thesis -- you can refine the thesis as you get further into the research phase.

6. Take careful notes as you are reading.

As you are reading through your list of potential sources, take careful notes, and make certain you collect *correct* and *complete* bibliographic information *for all the works you read*. Cutting corners in this step can lead to an incorrect entry in your Reference List, or worse, accidental plagiarism.

7. Draft an outline.

Your outline should summarize the main points of your discussion, and indicate the details you will use to support each of the main points.

8. Write a first draft. Include intext citations as you write.

Use your outline to guide you as you write a first draft. Include Author-date references to sources for materials that need to be documented as you are writing.

9. Proofread your draft. Edit, do any follow up research that needs to be done, reread, and then make final revisions.

After carefully reading your draft, make editing changes. As you are writing, you may discover portions of your discussion that need additional details or support, and that require further research. Run your spell checker! Read the paper out loud; have a friend read it, sleep on it, and then make your final revisions.

10. Write the Reference List for the sources you've cited in your paper.

Every source work cited in your paper should be included in your Reference List.

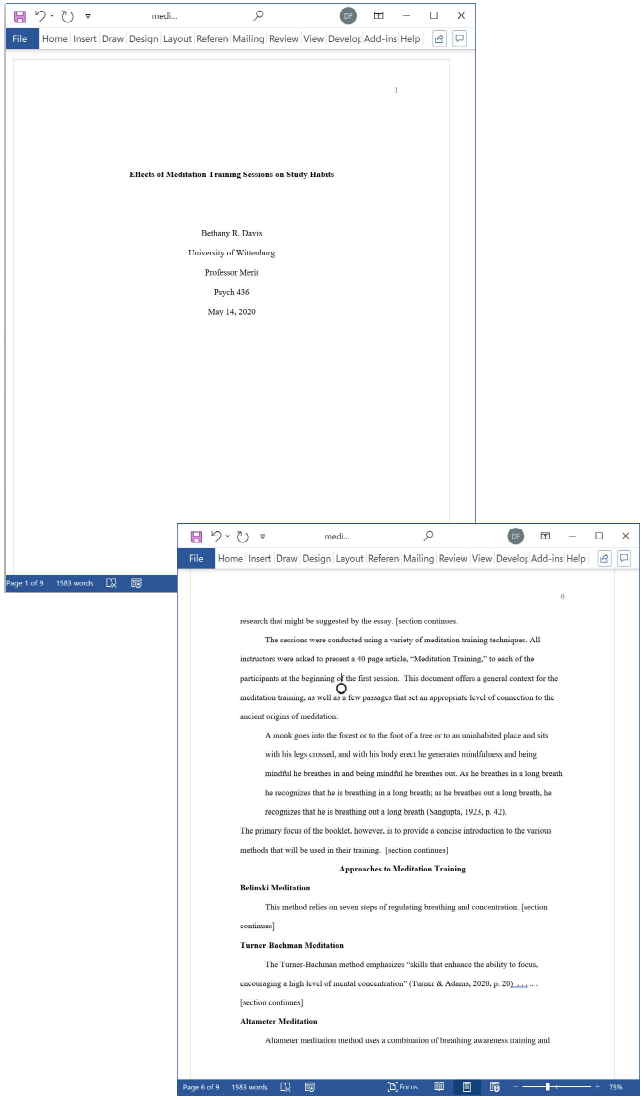
PLANNING IS THE SECRET TO SUCCESS!

Use our Paper Planner to write your own schedule for completing your paper, complete with target deadlines for each step, additional tips, and useful links to research websites, by going to this website:

http://drpaper.net/paperplanner

Just type in the date you will begin your assignment, and the date it is due, and the Paper Planner will write out a personalized schedule for you, indicating on which days you should begin each task, how long you have to complete that portion of the assignment, and offers some tips for optimizing the time you spend on each step.

APA Basics



PARTS OF AN APA STYLE PAPER

APA Style requires that manuscripts include the following sections, in the following order:

- A cover or title page
- An abstract page (optional: usually, this is required only for papers over 15 pages, or articles submitted to journals)
- Body of the paper, with section headings and quotations properly formatted.
- Any additional materials (Appendixes, Tables, Author note, Figures)
- Reference List

TITLE OR COVER PAGE

Page header and page number

1/2 inch from the top of page, aligned to the right margin, include the page number. The cover page is page 1.

Paper title

About 4 or 5 lines from the top of the page, type the title of the paper, centered on the page. Capitalize and bold all the significant words in the title, using Headline Style.

Author name and affiliation

A few lines beneath the title, your name (author), your school, the name of the course and the instructor's name should be typed, centered, on separate lines.

FIRST PAGE OF THE PAPER

The first page of your actual paper will be page 2. The page number should be flush against the right margin.

ABSTRACT PAGE

Most student papers do NOT require an Abstract Page. For longer paper, however, an abstract should be provided.

RUNNING HEAD

Most APA 7th ed. student papers do NOT require a Running head. If your instructor requests one, type an abbreviation of the paper title in the header for the document, flush left, in all caps.

An abstract should be a brief summary of the paper's primary premise and findings, no more than **120** words.

For the abstract page, center the word "Abstract" at the top of the page, and then include the abstract for the paper, double spaced, and flush against the left margin.

BODY OF THE PAPER

Margins. The margins for your paper should be uniform on all sides, set to at least 1" or 2.54 cm on all sides: top, bottom, left and right. Line length for each typed line should be no more than 6.5" (16.51 cm), and the maximum number of lines of text per page is **27**.

Spacing. Double space all portions of the paper. This means you should leave a full line between each line of text in the paper.

Page headers. 1/2 inch from the top of each page, include a header, with the page number flush right. If your instructor requests and running head, include short version of the title in the header.

Page numbering. Page numbering begins with the cover or title page.

Typeface. Use an easily readable font (e.g., Times New Roman or Arial) in 12 point size.

Text alignment. Set the text alignment to "Left," so that the right edge of the text on the page is uneven.

Paragraph indentation. Set the paragraph indentation to 5 spaces, or about 1/2 inch.

Punctuation. Space once after periods, question marks, commas, colons, and semicolons. Do not space once after internal periods in abbreviations.

SECTION HEADINGS

Section headers help readers follow the organization of a discussion, and are an essential aspect of APA Format. To determine the format for the headings in your papers, you will need to consult your outline.

One or two levels of section headings.
For short articles and most student papers, only one or two levels of section headings are needed:

Centered, Bold, Headline Style

Flush Left, Bold, Headline Style Capitalization

QUOTATIONS

For short quotations (less than 40 words):
A quotation of less than 40 words should be enclosed in double quotation marks and should be incorporated into the sentence.

For long quotations (more than 40 words):
Longer quotations should be set apart from the surrounding text, without quotation marks, in block format, indented five spaces from the left margin, and double spaced. If the quotation is more than one paragraph, indent the first line of the second paragraph about 1/2 inch (5 spaces).

REFERENCES

CITATIONS IN TEXT OF PAPER

Citations in the text of your paper should include the author's last name(s), the year of publication, and be enclosed in parentheses (Wolf & Masters, 2006).

When you are including a direct quote from a source work, include a specific page reference (Anderson, 2004, p. 223).

If the author(s) names are mentioned in the same sentence, include only the year of publication. If the year of publication is mentioned in the text, include only the author's name in the cite.

Two authors
For works by two authors, always include both author names:

(Anderson & Bjorn, 2020)

As Anderson and Bjorn (2020) illustrated in their recent study
As recently as 2020, a prominent study (Anderson & Bjorn) illustrated

More than two authors
When a work hasmore than two authors, include the last name of the first author, and include the phrase "et al."

(Metior, et al., 2020)

Six or more authors

When a work has 21 or more authors, use et al.:

(Bell et al., 2003)

Unsigned works

For unsigned works, include the title, enclosed in parentheses. Put quotation marks for short work titles, and italicize the titles of reports, books, and other significant works:

("Recent Developments," 2020)

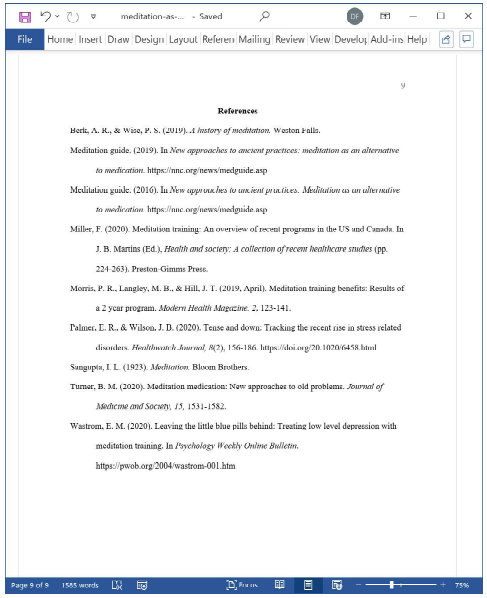
(*Dictionary of Tetrathalocigistic Diseases*, 2019)

REFERENCE LIST

The citations in the text of the document should point to an entry in the Reference List.

For best results, use the CiteWrite (PC) or Citation (Mac) apps to enter and format your bibliographic references.

The Reference List should be the last page of the paper, with the word "References" at the top of the page, centered. Entries in the Reference List should be alphabetized. Double space the entire page.



For help using CiteWrite to format bibliographic information, and to find useful examples for entering bibliographic information on articles, books, web pages, and other types of source materials, see:

http://drpaper.net/help

APA Reference Examples Created Using CiteWrite:

Article in a scholarly journal, doi included

Meredith, J. B., & Watson, E. S. (2019). Testing the waters: Wars beneath the surface. *Journal of Conservation Politics, 28,* 223-224. https://doi.org/20.2010/56773244890006487

Article in a journal, magazine, or newsletter, no author listed

Understanding the new regulations. (2020, March 1). *Scioto Valley Newsletter, 9,* 3-4.

Article in an online journal or magazine, URL included

Seleck, T. J., & Schutte, N. S. (2019). Emotional intelligence and self-esteem. *E-Journal of Applied Psychology, 2*(2), 38-48. https://ojs.lib.swin.edu.au/index.php/ejap

Basic book

Anderson, F. J. (2017). *An illustrated history of the herbals.* Columbia University Press.

Basic Web Resource

Humor Institute. (2019). *Guns and steel* [Cartoon]. https://newyorker.com

Book, an edition other than the first

Massey, W. R., & Jameson, W. M., Jr. (2020). *Organizational behavior and the new internet logic* (3rd ed.). McGraw-Hill.

Chapter or section in a book

Gardener, E. D., Miner, E., & Royans, G. D. (2018). Heretics. In S. Nevins & L. Bointer (Eds.), *16th Century England* (pp. 327-384). Methaneon.

US Government report

United States Sentencing Commission. (n.d.). *Federal sentencing statistics by state.* http://www.ussc.gov/JUDPACK/JP2000.htm