

## How to present your paper using the APA formatting style

### Title page

#### 1. Create a header

- a. Click on the INSERT tab
- b. Click on HEADER and select BLANK
- c. Click on DIFFERENT FIRST PAGE
- d. Type the running head information using the following format; note the use of the upper and lower case letters; do not place in bold. The running head title is a short version of your actual title.

Running head: TITLE OF PAPER

- e. If the actual title of your assignment is **Exploration of four theories of language acquisition and development in young children**, your paraphrased version could be:

Running head: THEORIES OF LANGUAGE ACQUISITION

#### 2. Insert the page number

- a. After typing the running head information, press the TAB key once or twice (i.e. until the cursor is at the right hand margin)
- b. Click on PAGE NUMBER (or INSERT tab then PAGE NUMBER)
- c. Go to CURRENT POSITION, then click on plain number

#### 3. Type the pertinent title page information

- a. After inserting the page number, click on the button that says: "CLOSE HEADER AND FOOTER"
- b. Once in the document mode, do the following formatting: set the typing to double-line spacing, select Times New Romans; select a 12 point font size and centre the information on the page
- c. Press the ENTER KEY two times
- d. Retype the title of your paper (DO NOT USE FULL CAPS)
- e. Press the enter two times again
- f. Type the following information in separate lines:
  - Institution (do not type the word institution nor the other titles); name of the course, student name (ID#), name of lecturer and date of assignment
- g. Here is an example of how the information should be presented (please note that this example does not use double line spacing. You must use double line spacing:

Theories of Language Acquisition

Shortwood Teachers' College

Introduction to Language Learning

Michelle Thomas (SW1234/56)

Lecturer: Mr. R. Fagan

- h. After typing the information on the title page, press the ENTER key; then press CTRL and ENTER together to create a new page.

#### 4. Typing the document

##### Setting up the header for page 2

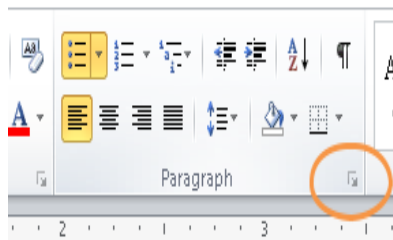
- Once on the new page, double click in the header area (it should say “type text”)
- Type the title again (or copy it from above). On this page, do not type the words “running head”
- After typing the title, press the TAB key once or twice (i.e. until the cursor is at the right hand margin)
- Click on PAGE NUMBER (or INSERT tab then PAGE NUMBER)
- Go to CURRENT POSITION, and then click on plain number. The page number should automatically be 2

##### Main heading and sub-headings

- Start typing on the first line of the page (DO NOT INSERT line spaces even if the information seems too close to the header)
- Type the main heading (e.g. introduction or the title of the paper again). The main heading must be centred and placed in bold. Do not use full caps
- Sub-headings begin at the margins. The sub-heading should be in bold. Do not use full caps

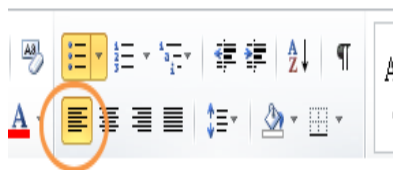
##### Typing the paragraphs

- The first line of each paragraph must be indented 0.5” away from the margin. To create the indentation, do the following:
  - Click the little down pointing arrow beside the word paragraph (see below with circle around arrow)



- Click on the drop down arrow under “Special”. Choose “FIRST LINE”
- Click in the box that says “By” and place 0.5”.
- Click OK. The first line indentation is now set.

- When typing the paragraphs, use a LEFT alignment paragraph. See below



- k. Ensure that you use in-text citations when you use information from the varied sources. For the in-text citations, APA requires that you use **only the surnames and the year**. The **year must immediately follow the author's name**.
- i. If there is no date, use n.d.
- ii. If you present the author's name before presenting what the author said, then ONLY the YEAR is placed in bracket. For example:
- According to Williams (2099) it is important to develop ... OR
  - This view is shared by Smith and Taylor (2087) since they indicated that ... OR
  - Brown, Green and White (2065) believe that children should not be ...
  - Based on arguments by Ramsay (n.d.), it seems logical that...
- iii. If you present the author's name after presenting what the author said, then both the author's name and the year are enclosed in bracket separated with a comma. For example:
- It is critically important to develop language in young children (Williams, 2099) since ...
  - Teachers play a critical role in ... (Thompson & Bailey, 2045)
  - Learning is ... (Riley, Evans & Clarke, 2077)
- iv. If the in-text citation is at the end of the sentence, the full-stop should appear after the bracket.

#### **Correct**

Based on the foregoing, it is therefore of critical importance for practitioners to develop language skills and abilities in young children (Williams, 2099). (Note that the full stop appears after the bracket)

#### **Incorrect**

Based on the foregoing, it is therefore of critical importance for practitioners to develop language skills and abilities in young children. (Williams, 2099). (Note there are two full stops. This is incorrect)

- v. When you present an in-text citation with more than one author, the ampersand (&) is used ONLY within the bracket however the word AND is used out of the bracket. The ampersand is also used in the reference list. For example
- The fundamental thing for teachers to consider when ... (Williams & Smith, 2099)
  - According to Williams and Smith (2099), the fundamental thing is to ...
- l. When typing the information, do not wait until the end of the paragraph or the section to present the in-text citation.
- m. The URL should not be included in the body of the document. Use the author's name or the title of the article.

## **5. Typing the reference page**

- a. The list of references is generated from the sources that were cited in the body of the written presentation. Therefore, if you did not cite any sources, you will not have a reference list.
- b. The sources must be presented in alphabetical order and be typed using double line spacing
- c. To set up the reference page do the following:

- Begin on a new page
- Type the word “**References**”. It should be presented as a main heading
- After typing the main heading, press the ENTER key once, then set the hanging paragraph
- To set the hanging paragraph:  
Click on the down arrow beside the word paragraph  
Under the “SPECIAL” box, select “hanging”; Under the “BY” box, type in 0.5”; Click OK

### Typing each source information

- d. The items that make up each source are called bibliographic elements. APA uses a set standard for presenting the bibliographic elements. These are outlined below. Please pay keen attention to the punctuation markers. They are critical to the presentation:

#### **Citation for a book**

Surname, Initial of first name. (Date of publication). *Italicized title*. Place of publication: Publishing Company.

#### Example

Smith, J. (2007). *How to succeed in college*. Littletown, Ohio: Jones Publishing.

**Author. (year). Title of book place in italics Place of publication Publishing company**

#### **Citation for an article (in a journal, magazine, newspaper)**

Author. (Date of publication). Title of article. *Italicized title of journal, magazine or newspaper*, Volume (Issue), Pages. doi(digital object identifier)

#### Example

Ke, F., & Hoadley, C. (2009). Evaluating online learning communities. *Educational Technology Research & Development*, 57, (4), 487-510

#### **Citation for an online source (with author)**

Author. (year site created/updated). Title of the online article. URL

Johnson, R., & Bailey, S. (2046). How to develop children’s oral language. Retrieved from <http://www.how-to-develop-language.com>

## THEORIES OF LANGUAGE ACQUISITION

### **Citation for an online source (with no author)**

When the online source has no author, use the title of the article to begin typing the bibliographic elements:

Title of the article. (year). URL

Teaching and developing oral language in young children (2044). Retrieved from” <http://www.languagedevelopment-inchildren.com>

- e. Here is a sample outline of a reference list. Note that the sources are listed in alphabetical order, beginning with the surname; only the first lines begin at the margin, titles of books, newspapers are placed in italics, the name of an article without author is used in the listing and the information is presented in double-line spacing throughout.

### **References**

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed., text rev.). Washington, DC: Author.

Degelman, D. (2009). Learning about APA. Retrieved from [http://www.vanguard-edu/faculty/ddegelman/index-asp?doc\\_id=796](http://www.vanguard-edu/faculty/ddegelman/index-asp?doc_id=796)

Garrity, K., & Degelman, D. (1990). Effect of server introduction on restaurant tipping. *Journal of Applied Social Psychology*, 20, 168-172.

Hien, D., & Honeyman, T. (2000). A closer look at the drug abuse-maternal aggression link. *Journal of Interpersonal Violence*, 15, 503-522. Retrieved from <http://jiv.sagepub.com/>

Murzynski, J., & Degelman, D. (1996). Body language of women and judgments of vulnerability to sexual assault. *Journal of Applied Social Psychology*, 26, 1617-1626.

Notable people in psychology of religion. (n.d.). Retrieved from <http://www.psywww.com/psyrelig/psyrelpr.htm>

Paloutzian, R. F. (1996). *Invitation to the psychology of religion* (2nd ed.). Boston: Allyn and Bacon.

**Please note that this presentation does not cover all that you need to know about using the APA style.**

**Other pertinent areas to know especially for your research report, include:**

- **Direct quotations; presenting numbers, headings for tables, figures; Table of Content, Abstract, appendices**

**Please research online; there is a plethora of information about the APA formatting style on the Internet.**