



PERRLA

INTRODUCTION TO APA PAPERS

PERRLA Support | How-To Series

An Introduction to APA Papers

The assignment: write a 4 page APA formatted paper about the Peloponnesian War ...

The problem: You don't have a clue about APA formatting. In fact you have never even seen an APA formatted paper.

The solution: PERRLA for APA

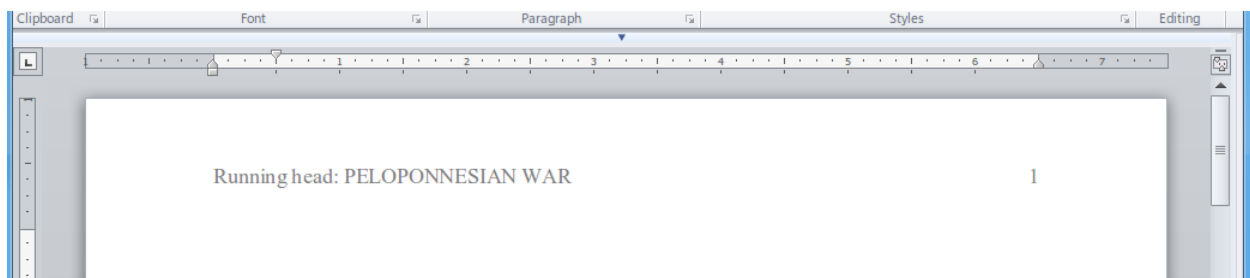
But you don't know where to start.

We're here to help.

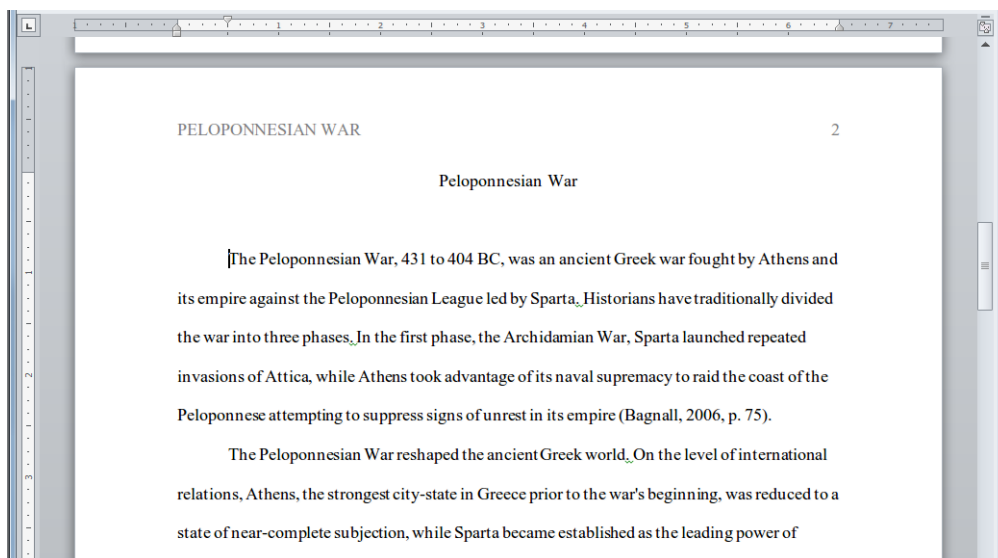
Let's figure out what an APA paper looks like.

When you use PERRLA to create your APA formatted paper, it automatically sets up the first two pages of your paper (3 if you need an abstract) and sets all of those hard to find settings like margins, fonts, indents and line spacing.

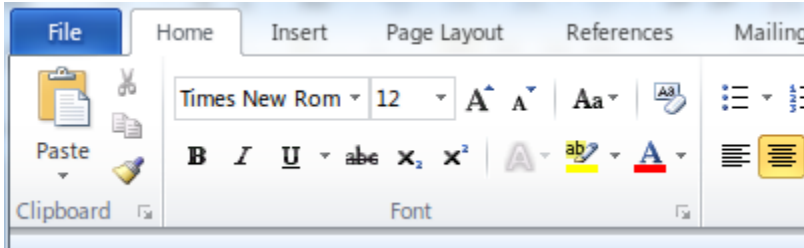
Let's take a look at this paper.



First you can see the margins are set to 1 inch on all sides of the paper.



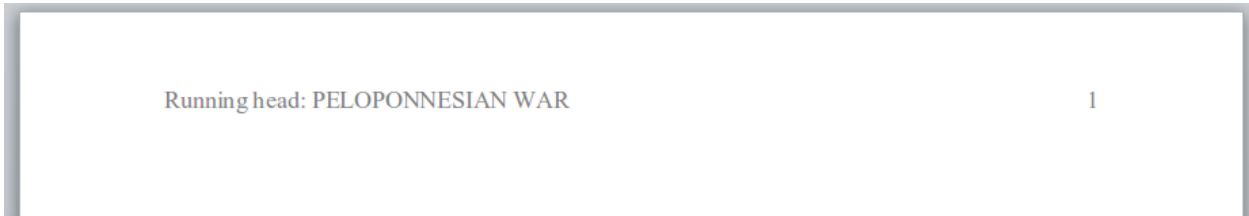
The first line of each paragraph is indented ½ an inch. The sentences are double spaced and the font is set to a serif font, Time New Roman.



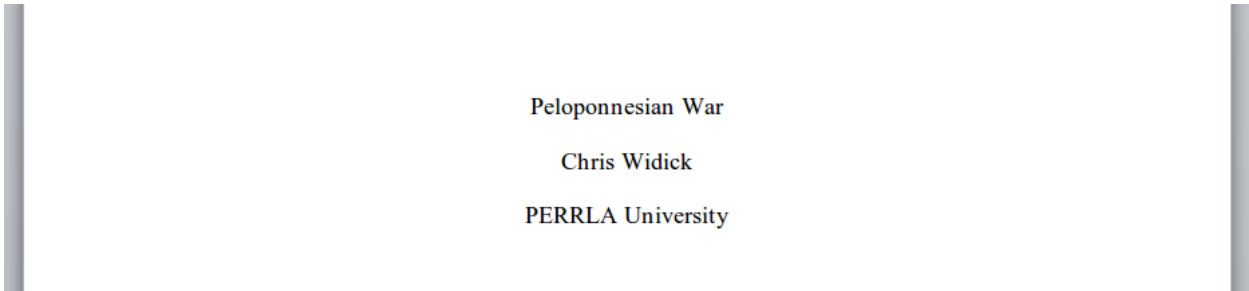
Those settings will be applied to your entire paper.

Now let's take a look at the parts of the title page.

On a standard APA formatted paper there are only 4 parts



At the very top of the paper, in the provided header space is the Running Head. The APA manual says to include the words "Running Head" and a shortened version of the title, no more than 50 characters including spaces. PERRLA does it perfectly.



In the top half of the title page is the paper title, authors byline, your name, and the institution, your school.

Again PERRLA gets it correct.

Sometimes there is additional information that your instructor might require such as instructor name, class name or number and the date.

Paper Title and Heading Information [X]

Title of the Paper:

Your Name:

Running Head:

Institution:

Teacher Name:

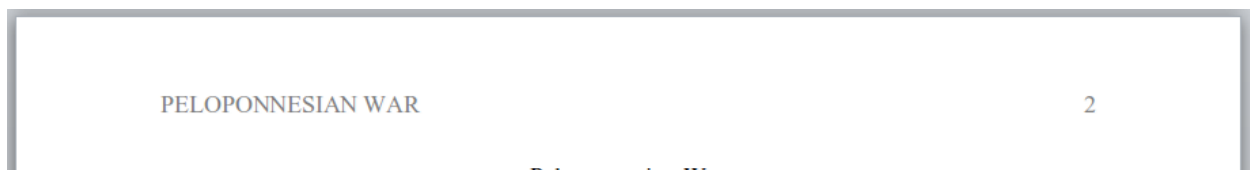
Course Name:

Course Number:

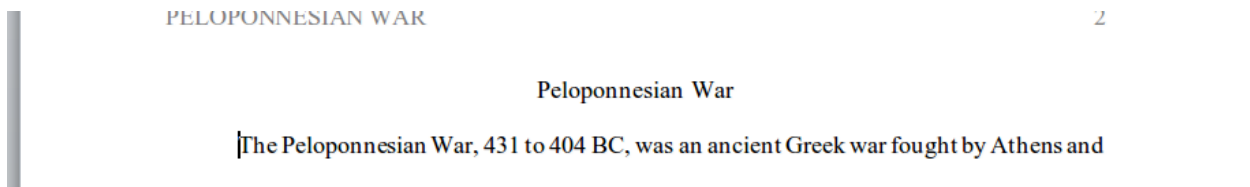
Date:

The four bottom items are NOT recommended by APA to appear on your tit

PERRLA provides fields for this information as well but typically it's not needed unless your instructor requires it.



On the second page of the paper you can see that the Running Head is already in the header space, but without the words Running head this time. All of the following pages of the paper will be like this.



The full title of the paper is centered on the page at the top. Below that is the first paragraph, properly indented.

Each paragraph you add will be indented the same way.

So now we have the beginnings of the body of our paper. But now it's time for the tricky part. Citations!

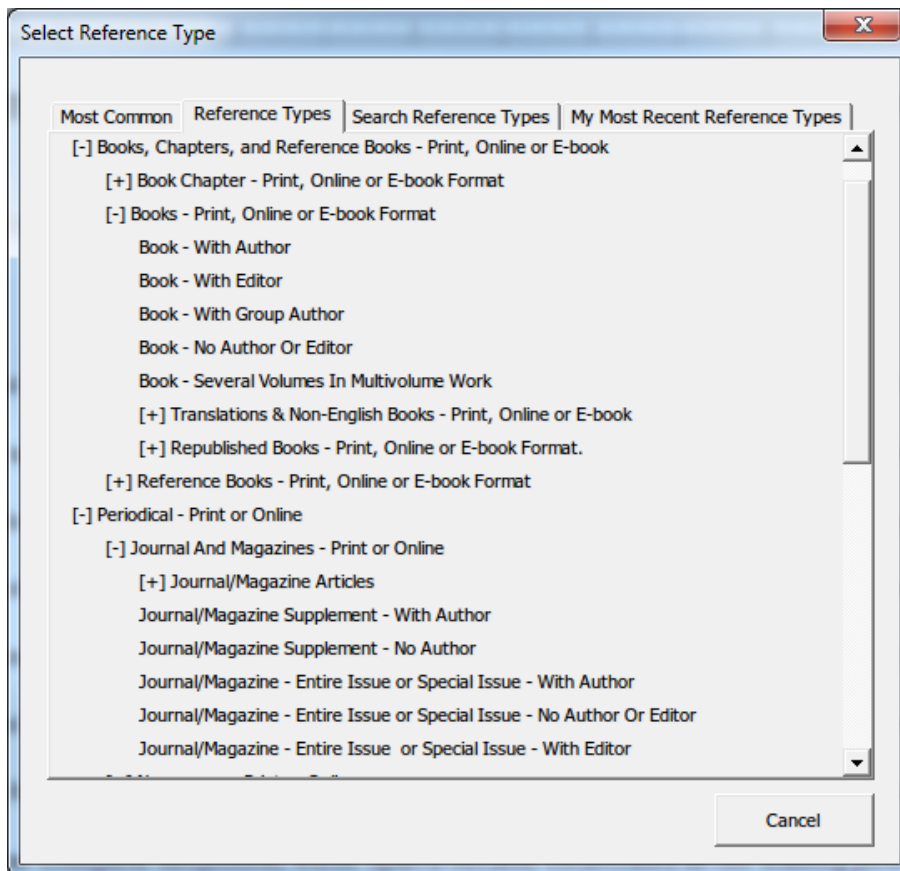
APA uses parenthetical citations. You're probably asking yourself: what the devil is a parenthetical citation? It just means that the citations are inside of parenthesis.

When you directly or indirectly quote someone else's research, you have to give them credit so someone reading your paper can look up the information you provided. AND so you can avoid being kicked out of school for plagiarism.

invasions of Attica, while Athens took advantage of its naval supremacy to raid the coast of the Peloponnese attempting to suppress signs of unrest in its empire (Bagnall, 2006, p. 75).

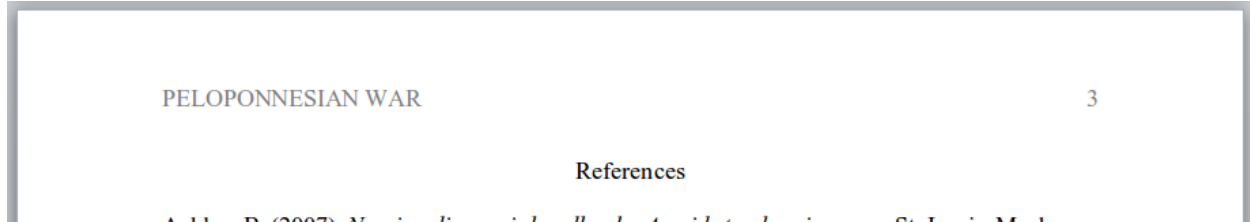
The Peloponnesian War reshaped the ancient Greek world. On the level of international

Usually a citation will include the authors last name, the year of publication and the page number where you found the information you are using. But not all of that information is always available. PERRLA makes this process a breeze because it has hundreds of options to choose from when you create the citation.



That brings us to the last major part of an APA paper. The Reference Page.

Let's take a look at an example reference page. The word References is at the top of the page, and look, we still have our running head.



The references are double spaced just like the rest of the paper, however you will notice that the indents are different.

The reference page uses a hanging indent. This means that the first sentence of each paragraph, each reference is a separate paragraph, is aligned flush with the left margin and the rest of the lines are indented.

Bagnall, N. (2006). *The Peloponnesian War: Athens, Sparta, and the struggle for Greece*. New York, NY: Thomas Dunne Books.

So that's the gist of it

Now that you know what an APA paper is all about, you are ready to get started.

Good Luck.