This is your Header. It includes the Running head flush left and the page number flush right. The margin for the header is ½ inch from the top, and 1 inch from each side. The TITLE MAJOR WORDS are all capital letters and continue through all your pages, with the words “Running head” appearing only on the first page. See The Publication Manual of the American Psychological Association 6th ed. (p. 229)

This is your Title page information. It MUST include Title, Student Name, and College Name.

The Course Name & Section Number, Instructor’s Name, Assignment Number & Name, and Date are additional information required by some instructors. Please check with your instructor to see what information you need to include.
Abstract

The word abstract should be centered, not bold or underscored, and one-inch margin from top of page. Remember no indent with abstract. A true abstract is one paragraph of no more than 120 words. It should be concise, accurate, and reflect the content of the document. No paraphrasing or quotes in the abstract. Remember two spaces after a period at the end of a sentence in the body of your paper, one space after periods in your References. The Header is the first two to three words of the title, right-aligned to one inch, ½ inch from top of page, followed by five spaces, then the page number. The abstract is the only paragraph that is not be indented.

The words "Running head" appear only on the first page, not on subsequent pages.
Title Centered on Page One Inch Margin from Top

In the body of the paper or text all the paragraphs should be indented five spaces or one tab. The text of your whole paper will be double-spaced using Times New Roman or Courier font with a size of 12. Your paper will begin with an introduction, but this does not get a heading. If you wish to have level headings in the body refer to http://libguides.norquest.ca/apa6/apa6_content under Headings. Headings should flow continuously within the body of the paper, not one heading per page. You end the body of the paper with a Conclusion.

Referencing

You may cite in the introduction, body and conclusion of the paper. Citing gives credit for an idea. Plagiarism is when you copy or use someone's ideas and don't give them credit. When students write academic essays or papers, they are expected to back up their conclusions with evidence, usually from journals and books. It is okay to use ideas that someone else has written but you must say where you got the idea. This is called citing. If you plagiarize you may be penalized, or sometimes even kicked out of school.

Citing Sources

There are two places you must cite, in the body of your essay after using an idea that is not your own, and at the end of the essay on a page titled References. You need to cite when you quote someone else’s ideas word for word, when you use little known facts that are not common knowledge, and when you paraphrase someone else’s ideas. Even though you are putting someone’s ideas into your own words when you paraphrase, the ideas are not yours so you must cite the source.
**In-text citations.** For an idea of how your in-text citations (also called parenthetical citations) should appear, refer to the following example paragraph.

Some sentences will be your own words and ideas. In this sentence you talk about how the authors Poirier & Morrison (2009) suggest an idea that you paraphrase. Some sentences paraphrase an idea but do not mention the authors’ names in the sentence, only in the following parenthetical citation (Reid, 2008). If your in-text citation has two authors, you will use both names every time you cite that source (Zarft & Sheppard, 2008). When citing a source with three to five authors, cite all the names the first time (Anderson, Chen, & Ramgoolam, 2008). Subsequently, only mention the first author in the in-text citation and use et al. for the others (Anderson et al., 2008). If you are citing six or more authors, you will always cite only the first author’s name with et al. for every single citation (Vogler et al., 2009). To do an in-text citation for a work that has only a title and no authors, you will use the title, capitalizing all major words. If it is the title of a larger work, such as a book or journal, put it in italics. If the title is of a smaller work, like a chapter or article, put it in quotation marks. Include the date of publication if there is one. If there is no date given you will use n.d. which means no date, in the citation (*How to Cite*, n.d.).

When you use a “direct quote” in the sentence you must include the page number in the in-text citation (Chivers, 2007, p. 44). The next sentence shows how to introduce a direct quote longer than forty words. In the book titled, *How to Quote* (2009), Smith noted the following:

A direct quote longer than 40 words must be indented ½ inch from the left margin and does not use quotation marks. It is introduced with a sentence using a colon (as above) and the page number comes in parentheses at the end after the period.
If there is a second paragraph within the direct quote longer than 40 words
it is indented even though the first paragraph is not. (p 16)

If this next sentence starts a new paragraph it would be indented. Refer to the following
real example paragraph from Mount Royal University Library’s APA documentation for

When students learn more about the process of learning and begin to incorporate the use
of specific strategies, self-monitoring, and self-reflection into their academic endeavours, they
are more successful in reaching their goals. In their examination of students’ acquisition of
learning strategies, Simpson, Stahl, and Francis (2004) stressed that students will use a strategy if
they understand how, why, and when to use it (p. 3). The researchers explained that learning this
“procedural knowledge would help them understand the steps . . . and how to modify those
steps” (p. 3). Simpson et al. argued that using the specific strategy taught in a course is often not
as important as using the process the students learn of “selecting, summarizing, organizing,
elaborating, monitoring, self-testing, reflecting and evaluating” when working on course content
(p. 4). The researchers recommended that faculty teach students “how to decipher their own
academic tasks” (p. 6). In addition, Lee (2007) argued that once students have acquired a
repertoire of study strategies, they should be taught critical thinking skills to evaluate and modify
their use of specific strategies (pp. 82–83). Acquisition of strategic learning is, as Hadwin et al.
in 2001 explained, “enacted over time through a series of events” (as cited in Simpson et al.,
2004, p. 3). P. Foley, a professor at North London University, observed that motivation is
strongly linked to student use of learning strategies (personal communication, May 16, 2007).
Motivation, in turn, can be influenced by students’ beliefs about learning. Simpson et al. (2004)
commented on such beliefs:
[Many] college freshmen . . . believe that learning should be easy, completed quickly (i.e., the night before in a cramming session) and should happen to them because of what others do for them (i.e., the professor did not teach me to solve that problem). (p. 4)

Flexible use of strategies, self-reflection, and motivation can enhance academic success.

**References page citation.** The body of your paper is followed by your References page, which must be on a separate page and must have one inch margins. The title References must be centered, not bold or underscored and no colon. Remember that the entries are to be listed in alphabetical order according to the first author or title of the source being cited. All entries will have a hanging indent of .5” (one-half inch).

It is often easier to do the References list before formatting the in-text citations of the paper. When the in-text citation information is taken from the References it helps ensure consistency. Do not cite anything in your References that is not cited within the body of your essay.

**Conclusion**

This is the end of the body of your paper. The Conclusion does not have to be on a separate page unless that is where it occurs in the text. The References page will follow as your final page on a separate page, and must also have the header and page number. See the following final page for an example of a References page.
References


