

Full Title

continuation line- if needed

Author, Authors

Institutional Affiliation

Abstract

Text of the abstract begins here, with no paragraph indentation. Maximum length is 100 to 120 words; include all words, ie. and, the, or. Abstracts should not exceed 960 characters including spaces. Be brief but to the point including only the most important points. Use abbreviations if possible and arabic numbers except at the beginning of sentences. There should be no citations in the abstract and no quotes. This is a summary not an introduction. **Hint:** write your paper first and then come back and write you abstract.

Full title-Centered, with continuation line if necessary

Text of your papers begins here on page 3. First section is the introduction, but it is **NOT** titled "Introduction." The title, from page 1 is centered on the page and appears one double space below the running head. This paragraph begins general then narrows down to your topic. If the report is an experiment, there are specific sections that must be included. You need to get instruction for reporting an experiment, but the general APA form applies in those papers too. The next section will have a heading. If this is an experiment it will be Methods. If it is a research paper it is the first topic of the paper. See pp. 111-115, Section 3.30-3.31 of your APA fifth edition manual for directions on headings.

Each page is numbered sequentially beginning with the title page which is page 1. The abstract is page 2 and so on. Notice in these sample pages, there is no hyphenation on the right margins, neither is there right justification. You will have a straight (justified) left-hand margin and a "ragged" right-hand margin. If a word exceeds the 1" right margin do not break at syllable and hyphenate it. As a rough rule-of-thumb, if the word violates the right margin by no more than 3 letters, go ahead. If the violation is 4 or more letters, begin the word on the next line down.

Citations

Citation in the text

Citations are necessary in you paper because they give credit to the original authors of your material . Citations appear in the paper similar to (Rhoads, 2006). Both direct quotes and paraphrasing require citation. Citations include the author's last name and the year of publication (for quoted material, a page number is also needed). If your article has no author use the title of

the work. If the citation is at the end of a sentence the punctuation for the end of the sentence ALWAYS follows the last parentheses (Rhoads, 2008).

When to Cite

Whenever you draw from another's work, you must provide sources for your material: direct quotes, paraphrases of someone else's words or ideas, and facts and figures. Representing the words or ideas of another as your own is plagiarism. Changing a few words of some else's idea or paraphrasing it does not make it you work. You **must** cite it. Be careful to cite data and statistics as well.

Basic Format for Summary or Paraphrase

Summaries and paraphrases should include the author's last name and the date either in a signal phrase or in parentheses at the end. A page number is not required.

According to Martin (2003), if the subject was distracted then memory was affected by.....

OR

It was felt that memorization was seriously affected by mildly traumatic events Martin (2003).

Basic Format for Quotes

Short quotes of 40 or less words are incorporated into the text and are enclosed by quotation marks. Short quotes usually take one of two forms. Either:

“It is our view that gossip is a normal part of human interaction and is not represented by a particular personality pattern” (Ringly, 2003, p.12).

OR

As Ringly (1978) reported, "If there is a personality pattern for gossip none of the

current personality exam as can find it" (p. 13).

However quotations of more than 40 words are displayed in a paragraph by itself that has been indented five spaces on the left. There is no indenting on the right. Start the quote as a new paragraph that is indented five spaces. This paragraph is double spaced **not single spaced**. Type subsequent lines flush with the indent and double space.

Examples of Citation

- A direct quote involving several pages "..."(Freud, 2001, pp.162-165).
- Paraphrasing with one author...(Freud, 1986).
- Paraphrasing with two authors..(Freud & Jung, 1930).
- With no author, use the first identifying words of the title. For example an article titled "Personality formation during married life." but with no author could be cited as (Personality, 2005) Never use common words, (such as "the," "a" or "an") even if they are first word of the title.
- For one or two authors list both names every time they are cited (Jones & Smith, 2007).
- For three to five authors list all names the first time (Jones, Washington, Edwards, Samuelson & Smith, 2008). Every time thereafter use only the first name in the list and "et al." (Jones, et al., 2002).
- For six or more names use first name in the list of authors and et al. However put the entire list on the reference pages.
- Multiple citations by the same author should be in order published (Jones, 2001, 2002).
If two citations by the same author were published the same year list the first as a, than b, etc.

- For old works cite original publishing date (if known) and the modern date. Jernigan (1898/2002).
- If you are citing several different sources by different authors in the same parentheses list them in order separated by a semicolon (Jones, 2006; Marlin, 1999; Smith, 2001).

How to Cite an Electronic Source

Since many electronic sources (internet) do not have page numbers, use the paragraph symbol ¶ (or the abbreviation “para.”) and the paragraph number in the place of the page number in the citation or if the document has headings, cite the heading and the number of paragraphs following the heading where the paragraph you paraphrased or quoted was located. Jameson (2004, para.6) said, "Adolescent sexual behavior can be described as experimental, dangerous and delusional." If the web page article has no publication date use “n.d.” for “no date.” (Peterson, n.d.). See pages 207-214 or section 3.94 in your APA manual for examples and more details.

Headings and subheadings

Headings and subheadings are necessary to help organize the different sections of a paper. Research papers and articles in APA style use from one to five levels of headings. This sample paper uses heading. “Headings and subheadings” at the beginning of this paragraph is a major heading. For most papers two levels of headings meet the requirements. This sample research papers has been written using two levels. Returning to the bottom of page 3 of this paper you will find an example the major heading “Citation” and the subheading under it is “*Citation in the text*” It is generally recommended that where only two levels are used that levels 1 and 3 should be the two used. Again on page three “Citation” is level one and “*Citation in the text*” is level

three. When three levels of headings are needed, use levels 1, 3, and 4. For further levels please refer to the APA manual pages 113-116.

Level 5:

CENTERED UPPERCASE HEADING

Level 1:

Centered Upper- and Lowercase Heading

Level 2:

Centered, Italicized, and Uppercase and Lowercase Heading

Level 3:

Flush Left, Italicized, Uppercase and Lowercase Side Heading

Level 4:

Indented, italicized, lowercase paragraph heading ending with a period.

General typing instructions

All margins (left, right, top and bottom) are 1." The only exception to this rule is a block quote which is indented an addition five space see above. This includes title and reference pages as well. Don't right justify at any time. Use a NORMAL, standard size type face (see p.285 APA) - no exceptions. Double space **all** lines including reference page and block quotes. Don't italicize, underline, or put words or phrases in quotes just to emphasize. Quote can be used for ironic uses but only the first time.

Title page (see APA 1.06 and 5.15)

The *Running Head* should be in the upper left hand corner, 1" from top and right

margin. It should be a one to two word summation of title followed by page number. Every page has a running head. It will consist of the words "Running head:" followed by abbreviated title in **ALL CAPS**. The running head is but usually shorter than the title. (Technical papers often have long elaborate titles and this is the shortened quickly repeatable working title). The purpose of the Running Head is that papers often get pages separated and this makes it easier to put them back together.

Next is the *Full Title* for your papers and it is centered: right-left and top-down, in mixed case. It may have a continuation line if needed (if you title is too long to fit on one line. This is followed by your name as the author (or authors), the Institutional affiliation (Williams College). The title page **does not** have a date, or the word "by," or the phrase "in partial fulfillment of."

People Terms, Gender, Social Issues

Do not use "he" as a generic term for people. Use "he" or "she" in your paper only if you clearly know the gender of the person you are referring to. Otherwise use "they," "the person," "a participant," or resort to "he/she" only in desperation.

Be sensitive to the current use of racial labels. For example, currently both "Black" and "African American" are widely used but "Afro-American" is not. Capitalize "Black" and "White" when used as proper names for social groups but not "The house was covered in white paint." There does not seem to be a general agreement concerning such terms as Hispanic and Latino. Both terms are in debate so if possible refer to the particular country such as "Mexican Americans."

Numbers

The general rule is to spell out numbers from 0 to 9. For 10 and above use Arabic numerals.

There are however several exceptions to this rule.

- (1) Spell out fractions “one-half” and names like “the Fourth of July.”
- (2) Spell out numbers beginning sentences “One hundred and one white rats.”
- (3) For very large numbers, such as 5 million, you can use a combination of Arabic and written numerals. Use some common sense here. The object is to make the number as easily readable as possible.
- (4) Use Arabic numerals for statistics.

References

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World Database of Happiness, (n.d.) Philosophy. Retrieved February 25, 2004, from

<http://www.eur.nl/fsw/research/happiness/philosophy.htm>

References Page see APA 4.16 & 5.18 pp. 239-281

The APA manual lists every possible source. If you have trouble see your professor or an upper level psychology major. (There is no excuse for doing one wrong. It will cost you points.)

Centered at top of page should be the word "References." Indent first line of each reference 5 spaces and flush left second line. This is known as a "hanging indent." Like the rest of the paper all references are double spaced. References are alphabetical by author or first word of title if there is no author

Books

Author [*last name first, first name or initial and middle name or initial*] (*date*). Book title. City:
Publisher.

- (1) Italicize book title including period.
- (2) Capitalize
 - (a) the first word of the title
 - (b) the first word following :
 - (c) the first letter of any proper nouns
- (3) Edition number - if the book has an edition number that goes after the title and in () but is not underlined
- (4) Edited book - if book is edited it is listed by editor's last name and (Ed.) Is placed right after editor's name.
- (5) If book has no author or editor (i.e. a dictionary, start with the title of the book The Merrian-Webster Thesaurus (2006). Boston:
Merrian-Webster.

Journal

Journals are not the same as magazine

Author [last name, first, name or initial] (date) Title of article [no ""'s] Journal name [italicized],
number of journal [italicized], volume number, page number.

Jones, J.G. (2007) The Resting Instinct, *Journal of Indistinct Results*, 49, 401-409.

Do not use “pp.” for pages in a journal, just give the numbers.

Magazine

Author [last name, first] (year, month). Title [no quotation marks]. Magazine name [italicized],
pp.

On-line (net reference) page 268

1. Article in an internet periodical

Author, A.A., & Author, B.B. (Date of publication). Title of article. *Title of journal, volume
number (issue if available)*. Retrieved month day, year, from <http://web> address.

2. Nonperiodical internet document (e.g. a web page or report)

Author, A.A. & Author, B.B. (Date of publication). Title of article. *Retrieved month date, year,*
from <http://web> address.

3. Web page essay

Jones, R. (2004). The mystery of personality . In *Personality and culture*. Retrieved May 25,
2004, from <http://web> address

4. Web page published by an organization

5. International Lost Personality Association. (n.d.) *Personality Discovery*. Retrieved February 30, 2006, from <http://web>
6. When an internet document is more than one web page, provide a URL that links to the homepage

When citing a web-based resource, you need to include two dates. The first date (see above examples) is the date on the web page. For a journal article, it is the date the article was published. For web pages that lack official dates you may need to use the updated date at the bottom of the page, if there is one. If there is no date, use n.d. for “no date” after the author’s name (or after the title if there is no author). Again see the example above. The second date is the date you retrieved the item from the web. Just before this date write the “Retrieved” then the date you retrieved it.

7. Citing Email or personal Communication

If you are talking to a professor or someone in person or to someone over the internet or listening to a class lecture you must cite that source. Email communications from individuals should be cited as personal communications, as noted in APA’s *Publication manual* (5th ed., p 214).

However, personal communications are not cited on the reference page. They are only cited in the body of the manuscript because they are non-reproducible. In your paper they are cited as G. Gregory (personal communication, November 8, 2006). If the lecture notes are published on the web, or the professor’s lecture notes are written out then they are not cited as personal communication but as unpublished manuscript.

8. Paper presented at a conference (but unpublished)

Smith, A.M. and Yancey, K.E. (April, 2008) Drug types among high school populations.

Southwestern Psychological Association, Kansas City.

9. Brochure or Pamphlet

Society for a Sane Society. (2008) What to do about depression [Brochure] NY: Author

10. Videotape, DVD, or Motion Picture

Search, J (Producer) , & Murray, R. (Director). (2005). Unknown White Male [motion picture].

United States: Wellspring Pictures.

11. TV broadcast or TV Series. The form for both are very similar.

Reiss, J. (Producer). (2007). Nightly News [Television Broadcast]. New York: National Broadcasting System.

For a series the only difference is that in the [] it will say “Television Series.”

Editorial comments all types of papers

Underlining

Generally underlining has been replaced by italics but it can still be used. Underlining and italics represent the same thing. For *technical* or *key* terms, do not use “” but rather italicize or underline. Do not use underlines or italics for emphasis. Italicize books and magazine titles within the text and statistical abbreviations ie $r = .50$

Writing

Do not use slang unless part of your study or in quotes. Do not use contractions. Avoid vague generalities that just fill space.

I.e. “The study also proved a common idea that the recall of positive memories only helps all the time those who have never had chronic depressive episodes.”

Instead, “The study showed that recall of positive memories only helps individuals who have never had chronic depression.”

Plagiarism

Copying someone's statements without giving them credit is plagiarism. Copying long sections out of a book or journal interspersed with you work is still plagiarism. Using the thesaurus to change a few words or several in a sentence still makes it plagiarism. Buying a paper off the internet or from someone else is fraud and will be treated the same as plagiarism, as is presenting someone else's material as yours, or someone else's research paper, or just copying chapter from books. You will get a 0 for the papers and possibly be suspended from the institution.

Tables

Tables that are part of a manuscript that is being submitted for publication are placed on a separate sheet (one for each table). However, for most papers in college place the table as near to the reference as possible. In your paper there must be a reference to the table, "See Table 1" and the table should be as close as possible after the reference without breaking the table up. This may or may not be the policy at some other school, check before tables are inserted.

At the top of the table place the reference number, i.e. "Table 1." Table should be labeled consecutively starting with 1. Do not label as 1a or 1b. The "T" in table is capitalized. A table will have only horizontal lines and no vertical lines. The table title is underlined and the headings at the top both before and after. Another line is used before and after the Total row if there is one Table 1

Numbers of Majors by Sex

Sex	Biology	Education	Psychology	Total
Male	20	4	6	30
Female	24	29	24	77
Total	44	33	30	107

Keep your column consistent as far as a number of "0" after a decimal point and use a 0 for a number less than one, i.e. 0.23. The exemption to this is " $p < .01$ " Use an * inside the table to refer to a probability notation at the bottom of the table.

Table 2

Correlations between Personality Measures

	Self Esteem	Locus of Control	Self Determination	Self Confidence
Self Esteem		.39*	.42*	.56**
Locus of Control			.25	.40
Self Determination				.23

* $p < .05$ ** $p < .01$

Proofreader's Marks

The marks included here are not the entire lists but those frequently used by your professors.

In text mark ¹	Example
<p style="text-align: center;">delete</p> 	<p>Freud was was unconscious</p> <p>Freudd was unconscious</p> <p>Freud was like totally unconscious</p>
<p style="text-align: center;">Close up</p> 	<p>The experi ment was designed to involve as little thinking as possible, however, the researchers</p>
<p style="text-align: center;">insert</p> 	<p>Wundt founded the first in Leipzig</p> <p style="text-align: right; margin-right: 50px;">lab</p>
<p style="text-align: center;">Insert a space</p> 	<p>.Jung was not youngwhen he died</p> <p style="text-align: center; margin-left: 150px;">^</p>
<p style="text-align: center;">Ignore the correction, return to the original</p> <p style="font-size: 1.5em; font-weight: bold;">Stet</p>	<p style="text-align: center;">Stet</p> <p>Maslow was arrested for self actualizing in public.</p>
<p style="text-align: center;">transpose</p> 	<p>No one every ask Rogers how <u>felt he</u></p>

¹ These same marks may be seen in the margin to indicate a mistake in that sentence. In a few cases the margin marks are different. They can be found on the web if needed

<p>set further to the left</p> 	<p>Depression was a puzzling result as the researchers  were measuring self-esteem at the time but being good researchers immediately changed their hypothesis.</p>
<p>Indent</p> 	<p> This paper will report the results of a poorly conceived study by inept researchers that found results so puzzling that they were forced to actually consult someone who understood statistics.</p>
<p>New Paragraph</p> 	<p>resulting in no significance difference between the control and experimental group scores  In the second part of the experiment the researchers decided to cook the results for purposes of publication.</p>
<p>Spell out</p> 	<p>In the end only  2 subject completed the experiment.</p>
<p>Capitalize</p> 	<p>The new <u>Apa</u> publication manual is much shorter than the <u>DsM iv-tr</u></p>
<p>Lower case</p> 	<p>The researcher decided to re- plagiarize his/her own material</p>

<p>Italicize</p> <p>~~~~~</p>	<p>The study, taken from Smith's book, <u>The search for a good illusion</u>, showed no significance difference between meaningful results and useless dribble. $t(45) = -1.45, p < .05$</p>
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