[Insert Title in Top Third of the Page, up to 12 Words, Remove Brackets]

[Author Name(s), First M. Last, Omit Titles and Degrees]

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Abstract

In scholarly articles, an abstract is a summary of the paper to follow. Write this after you have written your paper. Most assignments do not require an abstract; ask your professor if you need one. The abstract should be one paragraph between 150 and 250 words. It is not indented. Section titles, such as the word “Abstract” above, are not considered headings and are not bolded. Use the “Section Title” style to automatically start your section on a new page without manually adding page breaks. Note that all of the styles for this template are available on the Home tab on the ribbon in the Styles gallery.

Keywords: [Click here to add keywords.]

Full Title of the Document Goes Here

This first section is the introduction and it should grab the reader’s attention. The last sentence of your introduction is your thesis statement. The font should always be Times New Roman and in 12-point. Two great resources for APA Style are the *Publication Manual of the American Psychological Association, 6th Edition* (American Psychological Association [APA], 2010) and the Purdue Owl at: https://owl.english.purdue.edu/owl/section/2/10/. This paper may be used as a reference and as a template for constructing an APA style paper.

The body of your paper uses a half-inch first line indent and is double-spaced. APA style provides for up to five heading levels, shown in the paragraphs that follow. Note that the word Introduction should not be used as an initial heading, as it is assumed that your paper begins with an introduction.

# Heading One

## The first two heading levels are separated from the paragraph text, as shown here. Headings 3, 4, and 5 are run-in headings used at the beginning of the paragraph.

## Heading Two

Use this paragraph model to make sure your body paragraphs are developed and organized so that readers can clearly understand the relationship between your thesis, your supporting ideas, and the logical progression of your argument.

1. Begin your body paragraph with a topic sentence, a clearly stated opinion or assertion that supports or explains an essential part of your argument and asserts the main idea of the paragraph and how it connects to the thesis.
2. Provide quality evidence to support your assertion, synthesizing results across several research studies.
3. Interpret, evaluate, and apply the evidence as it relates to your thesis, explaining how the data support your argument.
4. Wrap-up the paragraph by summarizing the main idea, how your argument has progressed, or transition to the main point of the next paragraph.

Heading three. Include a period at the end of a run-in heading. Note that you can include consecutive paragraphs with their own headings, where appropriate.

Heading four. When using headings, do not skip levels. If you need a heading 3, 4, or 5 with no text following it before the next heading, just add a period at the end of the heading and then start a new paragraph for the subheading and its text.

Heading five. Each paragraph should include one main idea. It should not be shorter that three or four sentences or exceed a full page in APA style. The following paragraphs provide more detailed information about writing and in-text citations in APA style.

# Style

Avoid informal speech in APA style. Examples of informal speech include (a) colloquialisms like rhetorical questions or clichés (“don’t beat around the bush”), (b) repeating words (that that), (c) extraneous words (a lot, really, obviously), (d) contractions (don’t, can’t), and (e) shortened words (esp., intro). If you do use abbreviations, be sure to introduce the abbreviation with the full text first, like this, Borderline Personality Disorder (BPD). Use person-first language such as, “the patient with depression” rather than “the depressed patient.” Avoid gendered or biased language. Avoid the use of capitalization, bold, or italics for emphasis. Write numbers from zero to nine as words and from 10 on as numerals. Write in the active voice by clearly stating the subject and what they did. Avoid anthropomorphisms like, “The research study stated the following results.”

# Quotations

Use quotes sparingly and paraphrase your sources. “When you do quote and the quote is three lines of text or less, it can be written within the paragraph” and cited just like this (Author, year, p. X). Quotes that are forty words or longer should be written as:

Use a block quote where the whole quote is indented. The quote does not need quotation marks around it. Be sure to end with your citation. When using a quote, always include the page number or paragraph (para. 2) in APA Style. (Author, year, p. X).

When the quote is finished go back to the original margins unless you are starting a new paragraph. No matter the length of the quote the page number must be part of the citation.

# Citations in Text

When citing authors in text, use last names only. When citing a work with one author use (Author, year). When citing a work with two authors use (Author & Author, year). When citing a work with three to five authors use (Author, Author, Author & Author, year) the first time the work is cited. For subsequent citations of that work use (First Author et al., year). If the work has six or more authors, cite as (First Author et al., year) for all citations. When citing multiple authors for the same idea, use semi-colons to separate the reference information and alphabetize by first author (APA, 2010; Beck, Steer, & Garbin, 1988; Johnson et al., 2015). Please refer to the APA Manual chapter six for more information on citations (APA, 2010).

Always cite direct quotes, paraphrases, summaries, and ideas that belong to another author. Citations are usually placed before the period at the end of the sentence. They can be placed in the middle of the sentence if only part of the idea in that sentence belongs to another author. In other words, the citation is always part of the sentence before it. You do not need to include the same citation in the next sentence as long as it is clear you are still referring to the same author’s work by using a launch statement (e.g., Smith et al. also found that . . .).

# References in APA

The reference page begins on a separate page (see below). Use a page break to separate it from the previous text. Cite information fully. Be sure to change any blue text hyperlinks to black and remove the underlining. Do not cite works you do not refer to within your paper. Many professors will ask you to confine your research to the past five to seven years unless you are citing a landmark study. References are listed alphabetically by the first author’s last name or article title if no author or organization name is provided. Start each citation with a hanging indent. The centered title “References” is not indented and not bolded. Please see the APA Manual chapter seven for more information on references (APA, 2010).

Footnotes can be used to provide additional information, including copyright permissions, used in the paper (APA, 2010, p. 37). Table layout information can be found in section 5.08 in the APA manual and the use of figures in section 5.20 (APA, 2010). Note that footnotes, tables, and figures follow the reference page.

References

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Last Name, F. M. (Year). *Book title.* City Name: Publisher Name.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.