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Abstract

The abstract provides a brief, comprehensive summary of the paper. Abstracts should not exceed 120 words, unless otherwise stated, and should note the major ideas of the paper. The abstract appears on a page by itself, (page 2), with title Abstract, as shown above, centered on the first line of the page and is **not** bolded. Unlike all other paragraphs in the research paper, it is not indented. The Abstract should be one long paragraph with no indentations.

Insert the Title of Your Paper Here Again (centered, exactly as on title page, not bolded)

Begin the first paragraph of the body of your paper here (indented). Introduce your reader to your topic and why you are writing about it. The introduction does not need the heading *Introduction* to label it due to its location in the paper. When writing a research paper, you should strive to write in the third person. Avoid using words like I, or this researcher will. Relative to formatting, APA dictates that there are now two spaces after punctuation marks at the end of sentences. All text in your paper from beginning to end, including the References page, should be double-spaced. Set your margins to one inch all around.

Beginning on your title page, double click in the header to place an abbreviated title of your paper in all capital letters. This is called the Running head and should be flush left with the margin. Then using the page insert function, insert your page numbers starting page 1 on the title page, located at the upper right margin. Your page numbers will automatically fall in proper order.

Insert a New Major Heading Here (bolded)

This is where you will continue the body of your paper, citing some background or history on the subject you have chosen for your paper. Titles that are centered and bolded are called Level I Headings. You will most likely need to use subheadings like the one below, to indicate that you are changing the focus of your discussion. It is not APA compliant to underline headings, or any other text for that matter, so do not underline any text anywhere. Also, do not use any colors anywhere in your paper, just plain black and white. Some templates use colors and blocks around page numbers. This is not APA compliant.

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As above, subheadings are left justified (not indented) and they need to be in upper and lower case letters and bolded. Do not underline headings. Each main word is capitalized. Throughout your entire paper use 12-point font, either Times New Roman or Arial only (although others might be easy to read or look pretty, nothing else is acceptable). Make sure your entire paper is left justified (align text left), not center justified (center text). Center justified text stretches text out evenly across the page, but is not APA compliant.

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Conclude your paper by briefly summarizing what you have already said throughout your paper. This is where it would be appropriate to cite your opinions or to talk about what you learned about the topic you have researched and written about. The References page should be on a page by itself. What that means, is regardless of where your Conclusion ends, always start your References page on a new page, and type the word References, centered, not bolded, on the very first line. Do not use the words Resources, Reference (singular), Works Cited, etc. Use References.

References

- American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
- Cohen, L., Chávez, V., & Chehimi, S. (2007). *Prevention is primary: Strategies for community well-being*. San Francisco: Jossey-Bass.
- Schneiderman, N., Speers, M. A., Silva, J. M., Tomes, H., & Gentry, J. H. (Eds.). (2001). *Integrating behavioral and social sciences with public health*. Washington, DC: American Psychological Association.

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- All references are double spaced like the rest of your paper with the first line flush left with the margin and all lines after the first line (of each individual reference) is indented as above. This is also referred to as a hanging indent.
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- All references must be alphabetized A to Z, regardless of type of reference. See your APA Publication Manual for examples.
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