

Running head:

### Abstract

What is an abstract? An abstract provides “a brief, comprehensive summary of the contents of the article; it allows readers to survey the contents of an article quickly and, like a title, it enables persons interested in the document to retrieve it from abstracting and indexing databases” (APA, 2012, p. 25). The length of a typical abstract ranges from 150 to 250 words. Note that the abstract is formatted as one paragraph double-spaced and that the first line of the abstract is not indented. The word “Abstract” is centered but not bolded. The writing should be clear and cover the important points in the paper or the article you are writing. The abstract is on a separate page preceding the body of your paper. While an abstract is very helpful to the reader because it provides an overview of the main points, check with your instructor to see if it is required for your paper.



## Page Headers

Here are the steps to create the headers on the title page and the body pages in Microsoft Word 2010. Remember that the phrase “Running head” appears on only the first page, as illustrated in this paper.

1. On the **View** tab, select the **Print Layout** document view.
2. Double click the header area of the document.
3. Select **Insert**, then **Header** Select **Blank** as the header style.
4. On the **Header & Footer Tools Design** tab, in the **Options** group, select the check box for **Different First Page**
5. In the **First Page Header** box at the top of page 1, type: Running head: YOUR BRIEF ESSAY TITLE.
6. Tab over 1-inch from the right margin and insert the page number 1 by choosing **Current position, Plain number**
7. Go to page 2 of your document and click in the Header area. Delete **Running head:**
8. On page 1, **Running head** will remain in your first page header, and only your abbreviated title will appear on subsequent pages.

## In-Text Citations

Level Three Heading – Indented and bolded. Capitalize only the first word and include a period at the end. Continue the text on the same line.

→ **Direct quotations.** When quoting from a source, the words must be copied exactly word for word. If there are spelling or punctuation mistakes or other errors in the original text, they must be copied as written. However, to alert the reader that errors are part of the original material, the word [sic] is enclosed in brackets and italicized after the erroneous material. The source of the quotation must be cited. The following is an example of how you may use a direct quotation from a website with an author: “Not all revised papers are good, but non-revised

papers are always bad” (Shpancer, 2011, para. 5). The author’s last name, the year of publication, and the paragraph number, (if provided, or count the paragraphs down from the beginning of the webpage) when no page number is available, are included in the citation.

If the Internet source does not have page numbers, use abbreviation *para.* for the paragraph number.

Level Four Heading – In italics, indented and bolded. Capitalize only the first word and include a period at the end. Continue the text on the same line.

**No author.** If there is no author, the title of the article moves to the author position. The following example illustrates an in-text citation for a quote from a webpage with no author.

“APA citation is relevant because the work of another author backs up or supports your paper” (“Understanding the APA Citation Format,” n.d., para. 14). Because there is no date for this webpage, use the abbreviation n.d. for no date.

The following is an example of how to use a direct quotation from a book with one author: Schunk (2012) stated, “Learning involves acquiring and modifying knowledge, skills, strategies, beliefs, attitudes and behaviors” (p. 2). If the author’s name is stated prior to the quotation, include the date of publication (in parentheses) after the author’s name, and follow the quotation with the page or paragraph number. For a work with two authors, use both authors’ last names for every citation. If the source has three or more authors but fewer than six authors, list all authors in the first citation, and use the first author’s last name and the words *et al.* (without italics) for the rest of the citations. If the source has more than six authors, you may use the first author’s last name and the words *et al.* (without italics) for every citation (APA, 2012, p. 175).

End-of-sentence punctuation goes after the citation.

As we have seen in the examples above, quotations that contain fewer than 40 words are enclosed in double quotation marks (“”) within the text. Use single quotation marks (‘’) for quotations contained within a direct quotation. Quotations of 40 words or more are indented in a block format without quotation marks. Use double quotation marks to indicate a quotation

within the block quotation. The block quotation is started on a new line, and it is indented five spaces or one-half inch from the left margin. A sample block quotation appears on page 10.

Level Five  
Heading –  
In italics  
and  
Indented.  
Capitalize  
only the  
first word  
and  
include a  
period at  
the end.  
Continue  
the text on  
the same  
line

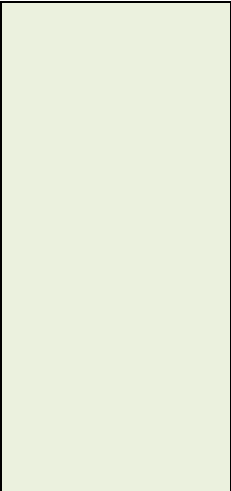
Photo by Justin Guariglia.  
Copyright National  
Geographic Society.

Use  
ampersand  
(*&*) within a  
citation.  
Spell out *and*  
when the  
authors'  
names are  
mentioned in  
your paper.

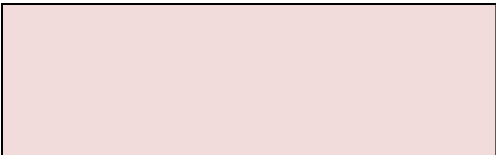
settings, and events (Gysber, 2013). Note in both of the above examples, the author's last name and the date of publication are included.

### **Reference Page**

Only references that have been cited in the paper are listed on the reference page. Each of the references on the reference page should be double-spaced using hanging indent style. In hanging indent style







keen on emphasizing the importance of a clear, succinct writing style that omits needless words.

He said:

Block quotations (for 40 or more words) are indented five spaces from the left margin and do not contain quotation marks.

Vigorous writing is concise. A sentence should contain no unnecessary words, a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines and a machine no unnecessary parts. This requires not that the writer make all his sentences short, or that he avoid all detail and treat his subjects only in outline, but that every word tell. (para. 13)

The in-text citation for block quotations occurs outside of the punctuation that ends the sentence.

Just a few mistakes in spelling or word usage may cause the reader to lose confidence in what the writer is trying to say (Thurman & Shea, 2003).

### **Conclusion**

The last section of your paper is the conclusion section where the highlights and key points of your paper are summarized. A good understanding of APA style and proper usage will help to create papers that are formatted correctly and that accurately reference the sources of information. Be sure to proofread your paper for accuracy! With a quality presentation of your content, you are on your way to creating a successful assignment.

## References

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