

To insert your own header,

1. **Double click** on the words "SHORT FORM OF TITLE" at top left of the page to open the header box.. Highlight the words and type your own, all capitals. To exit the header box, double click in a white space on the paper outside it.
2. For other questions, call the Writing Center at 612-728-5154 or e-mail [tcwrite@smumn.edu](mailto:tcwrite@smumn.edu)
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Title of Paper

Your Name

Saint Mary's University of Minnesota

Schools of Graduate & Professional Programs

Number and Name of Course

Instructor's Name

Date of Submission (e.g., October 12, 2009)

This page has been formatting for APA as follows:

- Margins at 1" on all sides
- Font at Times New Roman 12 pt.
- Page header at top left, ½ inch from top edge
- Page number at top right ½ inch from top edge

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## Title of Paper

Place title on first page of text, 1 double-space above the first line or first heading. Title does not count as a level of heading.

**Indentation and Headings**

Level 1 heading

Indent paragraphs ½ inch (not five spaces). Use the Tab key, which is preset to indent ½ inch. All lines in the paper are separated by one double space—never more, never less. Repeat the paper's title, centered, on the first line of the first page of text. APA papers never contain underlined text.

Headings are italicized (except for the title of the paper and titles of the abstract page, table of contents page, reference page, and appendix pages). Capitalization and format of headings depend upon level of heading (see APA manual or Writing Center). Do not begin a new page with each new heading. (Only the abstract, table of contents, first page of paper, reference page, and appendixes begin on new pages.) This paper illustrates three levels of heading: styles, 1, 3, and 4. The paragraphs have been shortened in this model in order to illustrate headings in a brief space.. Paragraphs in an actual paper should never be shorter than three sentences.

**In-text Citations**

Level 1 heading

In-text citations consist of author's last name, followed by year of publication. Citations may appear in the running text or within parentheses. Here are some examples:

**Example One**

Level 2 heading

Rogers and Hewitt (2001) reported that . . . (paragraph continues)

**Example Two**

Level 2 heading

Feeny and Swartz (2001) argued that. . . (paragraph continues) . . . (Feeny & Swartz).

In the paragraph above, note that the word *and* is spelled out in running text, but replaced by an ampersand (&) within parentheses. The date must immediately follow the author's name; however, the date is given only once per source per paragraph.

Level 3 heading

**First subdivision of level two.** If you need to subdivide a level 2 heading into sections, use level 3 headings as illustrated here.

Level 3 heading

**Second subdivision of level two.** Remember that you need at least two headings at each level. If you need more levels of heading than three, check your APA manual for directions.

## Quotations

Level 1 heading

Avoid direct quotes; paraphrase instead (i.e. put the idea into your own form of expression). However, if you must insert a quote, remember to place it inside quotation marks and include the page number on which the quote was found (e.g., "p. 12"). Periods and commas are always placed inside (to the left of) quotation marks. Paraphrases still require source citation; however, a page number is not necessary as it would be with a quote.

Paper continues . . .

Never use the pronoun you in an academic paper.

## References

Level 1 heading

American School Counselor Association. (2004, June 26). *Ethical standards for school counselors*. Retrieved from <http://www.schoolcounselor.org/content.asp?contentid=173>

Internet document , no publication date.

Gibbs, J. T. (Ed.). (1991). *Children of color*. San Francisco: Jossey-Bass.

Book, editor, no author

Johnson, S. L., Cueller, A. K., Ruggero, C. Winett-Perlman, C., Goodnick, P., White, R. et al.

(2008). Life events as predictors of mania and depression.

Journal article from database with doi number assigned.  
NOTE: If more than 6 authors , use et al. after 6th

*Abnormal Psychology*, 117(2), 268-277. doi:10.1037/0021-843X.117.2.268

Kerrigan, W., & Braden, J. G. (1989). *The idea of progress*. Portland, OR: Argyle Press.

Book, two authors

Kline, T., & Palmer, S. (2001). The ADA and hiring practices of organizations. *Consulting*

*Psychology*, 13(2), 140-155.

Journal article from print source, two authors

Rose, P. (1999). Modernism: The case of Willa Cather. In H. Bloom (Ed.), *American fiction* (pp.

123-197). New York: Chelsea.

Chapter or article in edited book, different authors and editor

Trippitelli, C. L., Jamison, K. R., Folstein, M. F., Bartko, J. J., & DePaulo, J. R. (1998). Pilot

study on patients' and spouses' attitudes toward potential

Journal article, from ProQuest, no doi number assigned.

disorder. *The American Journal of Psychiatry*, 155(7), 899-904.

- Use hanging indents, but do not create them manually. Instead, from the Home tab, click the arrow in the Paragraph section of the ribbon bar. When the Paragraph menu opens, select "Hanging" under "Indentation, Special." Creating hanging indents this way will allow you to make revisions if necessary. Hanging indents have already been created for this template.
- If your references have been formatted with auto-hanging indents, you can alphabetize quickly with auto-sort:
  - (a) Highlight the list from first word to last word, excluding the "References" heading.
  - (b) On the Home tab, find and click the Sort icon.
  - (c) Select settings for Paragraphs, Text, Ascending (these are default settings)
  - (d) Click Ok.
- Notice the variation in formatting of titles on the reference page. Follow the APA manual (p. 185, section 6.29) or *Introduction to the APA* booklet (p. 19).

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