Student Paper Setup Guide

Based on APA 7th Style

APA Style provides clarity to papers on often complex topics. It makes papers easier to read and understand. So, we have set it as the documentation format for all of the student papers. This guide will help you set up your student paper based on APA 7th Style. The basic setup directions apply to the entire paper whereas rest of the annotated diagrams illustrate how to set up the major sections of a student paper: the title page or cover page, the text, tables and figures, and the reference list with in-text citations.

Basic Setup

Seventh edition APA Style was designed with modern word-processing programs in mind. Most default settings in programs such as Academic Writer, Microsoft Word, and Google Docs already comply with APA Style. However, you may need to make a few adjustments before you begin writing.

• **Margins:** Use 1-in. margins on all sides of the page (top, bottom, left, and right).

• **Font:** Use a legible font. Many fonts are acceptable, including 11-point Calibri, 11-point Arial, 12- point Times New Roman, and 11-point Georgia. The default font of your word-processing program is acceptable.

• **Line spacing:** Use double-spacing for the entire paper (including block quotations and the reference list). Do not add blank lines before or after headings. Do not add extra spacing between paragraphs.

• **Paragraph alignment and indentation:** Align paragraphs of text to the left margin. Leave the right margin ragged. Do not use full justification. Indent the first line of every paragraph of text 0.5 in. using the tab key or the paragraph-formatting function of your word-processing program.

• **Page numbers:** Put a page number in the top right corner of every page, including the title page or cover page, which is page 1. Student papers do not require a running head on any page.

Title Page Setup

Title Page Elements

Page Number   1

Paper Title   **Research and Integration of security features in a Web Application**

Author Names   John Doe and Ellyse Perry

Affiliations   BSc. (Hons.) Computing, Softwarica College of IT and E-commerce, Coventry University

Module Code and Name   ST4008CEM: Computing Activity Led Learning Project 1

Astinvone de Starx   Module Lecturer Name

Due Date   January 01, 2022

- The author might be an individual or a group based on the type of the assignment.

- The affiliation consists of the department of the course, college and university name.

- Write the module code, name and its lecturer name as presented on course materials.

- Use the date format as given above for the assignment due date.

- Page number 1 appears in the top right of the page in the page header.

- No running heads are required for student papers.

Title Page Line Spacing

Double-space whole title page

Place title 3 or 4 lines down from top of the page

1

Research and Integration of security features in a Web Application

Extra line between title name and author name/s

John Doe and Ellyse Perry

BSc. (Hons.) Computing, Softwarica College of IT and E-commerce, Coventry University

ST4008CEM: Computing Activity Led Learning Project 1

Astinvone de Starx

January 01, 2022

Title Page Alignment

Right-align page number

1

Center entire title page except page number

Research and Integration of security features in a Web Application

John Doe and Ellyse Perry

BSc. (Hons.) Computing, Softwarica College of IT and E-commerce, Coventry University

ST4008CEM: Computing Activity Led Learning Project 1

Astinvone de Starx

January 01, 2022

Title Page Font

Bold Paper Title

Research and Integration of security features in a Web Application

John Doe and Ellyse Perry

BSc. (Hons.) Computing, Softwarica College of IT and E-commerce, Coventry University

ST4008CEM: Computing Activity Led Learning Project 1

Astinvone de Starx

January 01, 2022

Standard Font
(no bold, no italic)
for all other title
page elements

Text Setup

Text Elements

Repeat paper title at top of first page of text

Introduction

Research and Integration of security features in a Web Application

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries ("What is software development? | IBM", n.d.).

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new

• Repeat the paper title at the top of the first page of text.

• Begin with an introduction to provide background and context.

• Use descriptive headings to identify other sections (e.g., Aim, Objectives, Problem Statement, Methodology, Results, Discussion for quantitative research papers).

• Sections and headings vary depending on paper type and complexity.

• Text can include tables and figures, block quotations, headings, and footnotes.

Text Line Spacing

Double-space all text, including

• headings and section labels

• paragraphs of text

• block quotes

Text Alignment

Center paper title

2

Research and Integration of security features in a Web Application

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries ("What is software development? | IBM", n.d.).

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new

Indent first line of paragraphs 0.5"

Left align text

Ragged right margin

Block Quotation Alignment

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word

Indent whole block quote 0.5" from left margin (also double-spaced)

Text Font

• Use the same font throughout the entire paper.

• Write body text in standard (nonbold, nonitalic) font.

• Use italics sparingly, for instance, to highlight a key term on first use (see Concise Guide to APA Style Section 4.15).

Headings Format

Level	Format
1	**Centered, Bold, Title Case Heading** Text begins as a new paragraph.
2	**Flush left, Bold, Title Case Heading** Text begins as a new paragraph.
3	***Flush Left, Bold Italic, Title Case Heading*** Text begins as a new paragraph.
4	**Indented, Bold, Title Case Heading, Ending With a Period.** Text begins on the same line and continues as a regular paragraph.
5	***Indented, Bold Italic, Title Case Heading, Ending With a Period.*** Text begins on the same line and continues as a regular paragraph.

• Alignment: Center Level 1 headings. Left-align Level 2 and Level 3 headings. Indent Level 4 and Level 5 headings like a paragraph.
• Font: Boldface all headings. Also italicize Level 3 and Level 5 headings.
• Tip: Create heading styles using your word-processing program (built into Academic Writer, available for Word via sample papers on the APA Style website).

Tables and Figures Setup

- Only some papers have tables and figures.
- Tables and figures share the same elements.

Table Elements

Number → **Table 1**

Title → *Departments' Formal Requirements for Students to Learn About Graduate School in Psychology*

Answer	%	*n*
No formal requirements	47.9	78
Completion of a psychology careers course or module	35.6	58
Required meeting with a department advisor	25.2	41
Other	4.9	7
Required attendance at a presentation on psychology careers	4.3	4
Required meeting with an advisor from outside the department	1.2	2
Unsure	0.6	1

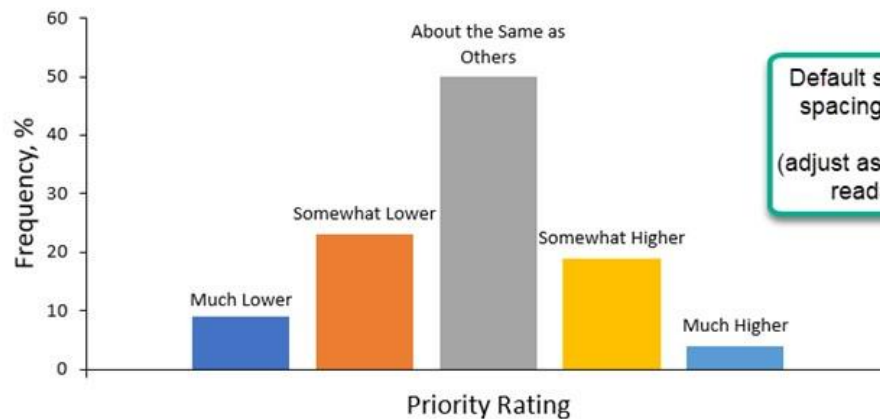**Body (rows and columns)** → [table above]

Note (optional) → *Note.* The survey item read as follows: "What format requirements does your department have for students to learn about graduate school in psychology? Check all that apply."

Figure Elements

Number → **Figure 1**

Title → *Participant Response Frequencies Regarding Priority of Graduate School Advising*

Image →
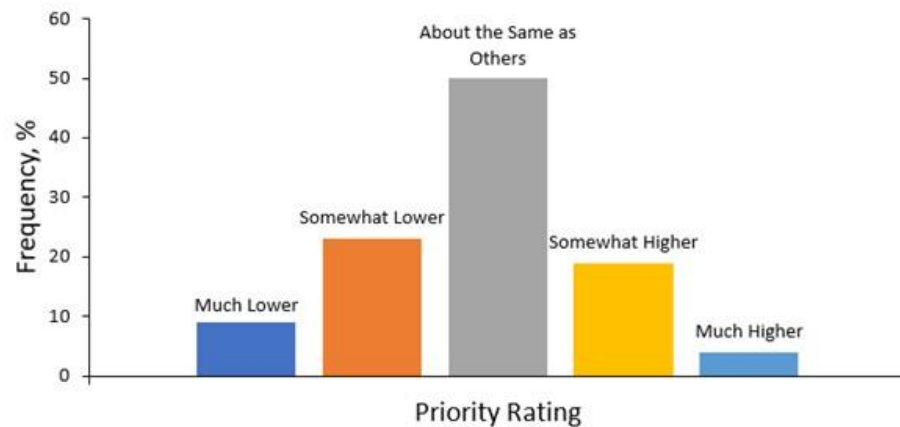
Note (optional) → *Note.* The survey item read as follows: "Compared to your department's other educational goals for psychology students, how much of a priority is it to provide students advising about the process of applying to graduate school in psychology?"

Table Line Spacing

Table 1

Departments' Formal Requirements for Students to Learn About Graduate School in Psychology

Answer	%	n
No formal requirements	47.9	78
Completion of a psychology careers course or module	35.6	58
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Note. The survey item read as follows: "What format requirements does your department have for students to learn about graduate school in psychology? Check all that apply."

Figure Line Spacing

Figure 1

Participant Response Frequencies Regarding Priority of Graduate School Advising

Note. The survey item read as follows: "Compared to your department's other educational goals for psychology students, how much of a priority is it to provide students advising about the process of applying to graduate school in psychology?"

Table Alignment

Left-align number and title

Table 1

Departments' Formal Requirements for Students to Learn About Graduate School in Psychology

Center table headings

Left-align table itself

and

Left-align leftmost column

Center data (if short)

or

Left-align data (if long)

Answer	%	*n*
No formal requirements	47.9	78
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Required attendance at a presentation on psychology careers	4.3	4
Required meeting with an advisor from outside the department	1.2	2
Unsure	0.6	1

Left-align note

Note. The survey item read as follows: "What format requirements does your department have for students to learn about graduate school in psychology? Check all that apply."

Figure Alignment

Left-align number and title

Figure 1

Participant Response Frequencies Regarding Priority of Graduate School Advising

Left-align whole image (chart, graph, etc.)
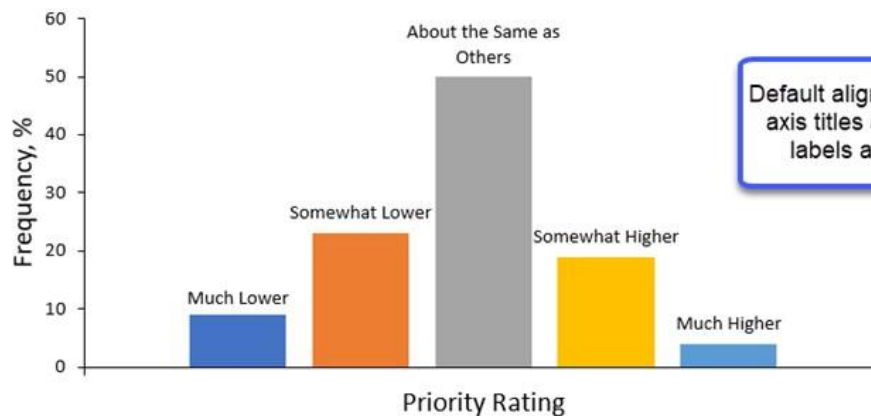
Default alignments for axis titles and data labels are fine

Left-align note

Note. The survey item read as follows: "Compared to your department's other educational goals for psychology students, how much of a priority is it to provide students advising about the process of applying to graduate school in psychology?"

Table Font

Table 1

Departments' Formal Requirements for Students to Learn About Graduate School in Psychology

Answer	%	*n*
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Figure Font

Figure 1

Participant Response Frequencies Regarding Priority of Graduate School Advising

Note. The survey item read as follows: "Compared to your department's other educational goals for psychology students, how much of a priority is it to provide students advising about the process of applying to graduate school in psychology?"
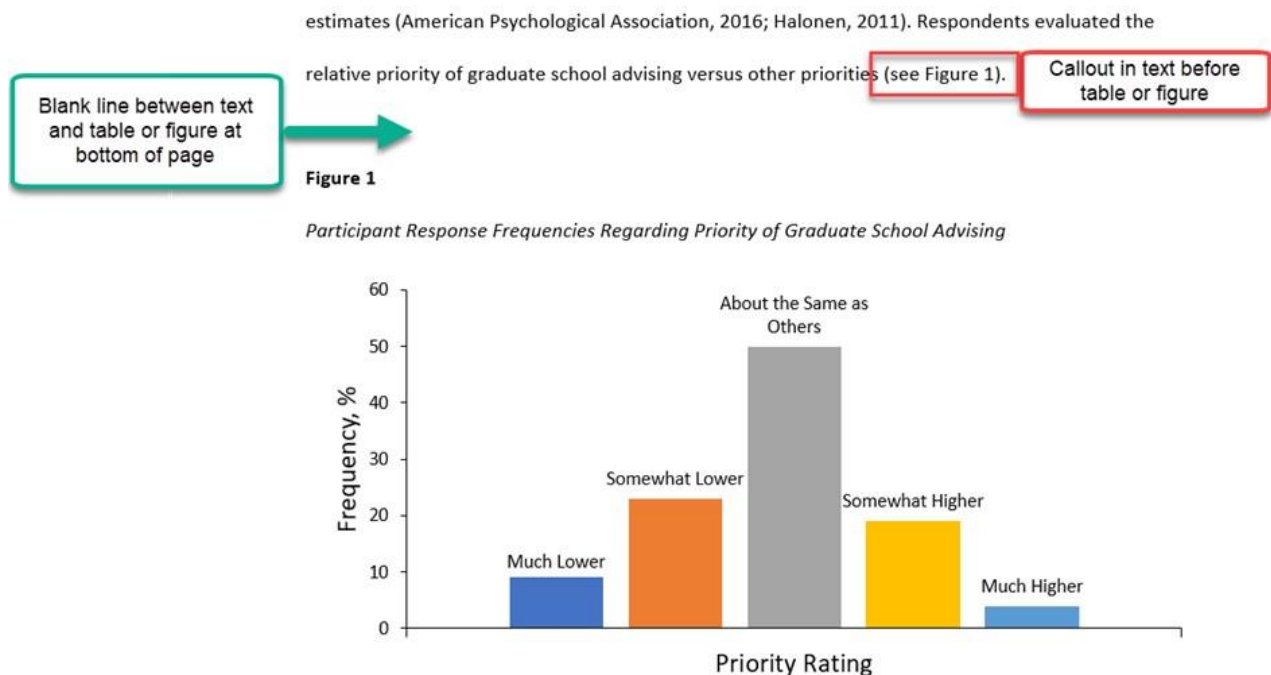
Placement of Tables and Figures

You can embed tables and figures in the body of the paper.

This guide shows options for placement. If your instructor requires tables and figures to be placed at the end of the paper, see examples in the *Publication Manual* and in the professional sample paper on the APA Style website.

- Embed tables and figures in the text.
- Call out (mention) the table or figure in the text before embedding it.
- Place the table or figure after the callout o at the bottom of the page o at the top of the next page o by itself on the next page
- Avoid placing tables and figures in the middle of the page.

Embedding at the Bottom of the Page

estimates (American Psychological Association, 2016; Halonen, 2011). Respondents evaluated the

relative priority of graduate school advising versus other priorities (see Figure 1).

Callout in text before table or figure

Blank line between text and table or figure at bottom of page

Figure 1

Participant Response Frequencies Regarding Priority of Graduate School Advising

Embedding at the Top of the Page

Callout in text before table or figure

Table 1 presents responses to the question regarding formal requirements for students to learn about graduate school in participants' home departments. A little more than a third of departments required students to complete a careers or professional development course or course module(s) that included information about graduate school, and 25% of departments required that students meet with a department advisor about graduate school. Forty-eight percent of participants indicated that their department had no formal requirements for students to learn about graduate school.

Table or figure is at top of page

Table 1

Departments' Formal Requirements for Students to Learn About Graduate School in Psychology

Answer	%	*n*
No formal requirements	47.9	78
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Required meeting with an advisor from outside the department	1.2	2
Unsure	0.6	1

Note. The survey item read as follows: "What format requirements does your department have for students to learn about graduate school in psychology? Check all that apply."

Blank line between end of table or figure and more text

Table 2 shows participants' perceptions regarding the most common way that students in their department learn about the psychology graduate school application process. Over half of the

Embedding on its Own Page

Table 4

Challenges or Barriers to Advising Students About Applying to Graduate School in Psychology

Challenge	%	n	Example
Disseminating information	32	52	We need to get information to students effectively.
Faculty time and resources	20	33	We each have 30 to 40 advisees.
Student effort or initiative	7	12	Students need to be more proactive.
Student constraints	7	12	Many students cannot leave the area due to family responsibilities.
Student planning and timelines	7	12	Students get involved in research too late.
Student interest	6	9	Not all students are interested in graduate school.
Student resources	5	8	We do not have adequate research and field work opportunities for all interested students.
Assessment	4	7	There is no easy way to track students or follow up to find out who actually applies to graduate school.
Faculty interest and motivation	4	6	Some faculty do not encourage students to apply.

- Embed long tables or large figures on their own page if needed.
- Text continues on the next page.

Reference List Setup

Reference List Elements

- View reference examples on the APA Style website
- Consult Chapter 10 for even more examples.

Reference List Line Spacing

Start reference list at top of a new page after text

9

References

APA Board of Educational Affairs Task Force on Psychology Major Competencies. (2013). *APA guidelines*

for the undergraduate psychology major (Version 2.0).

https://www.apa.org/ed/precollege/about/psymajor-guidelines.pdf

Appleby, D. C., & Appleby, K. M. (2006). Kisses of death in the graduate school application process.

Teaching of Psychology, 33(1), 19–24. https://doi.org/10.1207/s15328023top3301_5

Halonen, J. S. (2011). *Are there too many psychology majors?* [White paper]. Council of Graduate

Departments of Psychology.

https://www.cogdop.org/page_attachments/0000/0199/FLA_White_Paper_for_cogop_posting.

pdf

Patton, M. Q. (1990). *Qualitative evaluation and research methods* (2nd ed.). Sage Publications.

Ware, M. E., Busch-Rossnagel, N. A., Crider, A. B., Gray-Shellberg, L., Hale, K., Lloyd, M. A., Rivera-

Medina, E., & Sgro, J. A. (1993). Developing and improving advising: Challenges to prepare

Double-space the entire reference list

(both within and between entries)

Reference List Alignment

Center the bold "References" label

9

References

APA Board of Educational Affairs Task Force on Psychology Major Competencies. (2013). *APA guidelines*

for the undergraduate psychology major (Version 2.0).

https://www.apa.org/ed/precollege/about/psymajor-guidelines.pdf

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Medina, E., & Sgro, J. A. (1993). Developing and improving advising: Challenges to prepare

Hanging indent of 0.5" on all reference entries

Create hanging indent with your word-processing program

(do not manually hit enter and tab keys)

Reference List Font

Bold "References" label at top of first page of references

9

References

APA Board of Educational Affairs Task Force on Psychology Major Competencies. (2013). *APA guidelines for the undergraduate psychology major* (Version 2.0). https://www.apa.org/ed/precollege/about/psymajor-guidelines.pdf

Appleby, D. C., & Appleby, K. M. (2006). Kisses of death in the graduate school application process. *Teaching of Psychology, 33*(1), 19–24. https://doi.org/10.1207/s15328023top3301_5

Halonen, J. S. (2011). *Are there too many psychology majors?* [White paper]. Council of Graduate Departments of Psychology. https://www.cogdop.org/page_attachments/0000/0199/FLA_White_Paper_for_cogop_posting.pdf

Patton, M. Q. (1990). *Qualitative evaluation and research methods* (2nd ed.). Sage Publications.

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Italics in reference entries either

on the title (e.g., webpages, books, reports)

or

on the source (e.g., journal articles, edited book chapters)

Adding In-text citations

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries ("What is software development? | IBM", n.d.).

Format it with the rest of the text content.
Note: When you hyperlink with the in-text citation with the reference placed at the end of the document the text color changes. You must set it to the normal style as that of the rest content is placed.

Final Checks for Setup

Check Page Order

- Start each section on a new page.
- Arrange pages in the following order:
  1. Title/Cover page (on page 1)
  2. Text
     a. Starts on page 2 if the student paper has the threshold of 2000 word count as maximum count for the text contents.
     b. If the student paper contains more than 2000 words then Table of Contents and Table of Figures must be added before beginning the text content in order to locate each of them.
  3. Reference list (starts on a new page after the text content finishes)

Check Headings

- Check that headings accurately reflect the content in each section.
- Start each main section with a Level 1 heading.
- Use Level 2 headings for subsections of the introduction.
- Use the same level of heading for sections of equal importance.
- Avoid having only one subsection within a section (have two or more, or none).

Check Assignment Instructions

- Module Lecturers' guidelines supersede APA Style.
- Students should check their assignment guidelines or rubric for specific content to include in their papers and to make sure they are meeting assignment requirements.

Tips for Better Writing

- Ask for feedback on your paper from a classmate, instructor, supervisor or module lecturer.
- Budget time to implement suggestions.
- Use spell-check and grammar-check to identify potential errors.
- Proofread the paper by reading it slowly and carefully aloud to yourself.
- Consult the writing centre of college or university if you need extra help.