

APA Module 2

Slide 1

The abstract provides a summary of the key points of your paper. It should be brief and concise and range from 150 to 250 words. The topic, purpose and the conclusions should briefly be described.

FORMAT: The abstract should be double-spaced and begin on a new page (page 2). The page should include the running head and the page number. Note that the words “Running head” are used on the title page only. On the first line of the paper, center the word ‘Abstract’. Notice that this title should not be underlined or in quotations marks, and should not be italicized. Do not indent the first or any other lines of the abstract.

Slide 2

Begin the narrative of a paper by placing the title of the document at the top of the first page on the first line. The title here should have the exact same wording as on the title page. Note the word ‘introduction’ is not used. The beginning of a document is assumed to be the introduction. Indent the first line of every paragraph as shown here. The default in most word-processors will do this automatically when the ‘Enter’ key is pressed. Only press the ‘Enter’ key when you want to begin a new paragraph.

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Double-space between all lines in a paper. This includes the title, headings if used, quotations, and the reference list. To set your word-processor to automatically format double-spacing, click on the small arrow on the lower right corner of the Paragraph group.

Slide 4

Headings provide organization to a paper and help the readers see what, and how, concepts or information are related. In very short papers, for instance a paper that is only one or two pages in length, headings may not be needed. When headings are called for it is important to use them consistently throughout the work. There are 5 possible arrangements of headings, but most papers will not need all 5 levels. A level 1 heading is centered and uses uppercase and lowercase letters. A level 2 heading is positioned flush left, boldface, uppercase and lowercase letters. Level 3 headings are indented, boldface, use uppercase for the first letter of the first word in the heading and lowercase for the remaining words and end with a period. Level 4 headings are indented, boldface, italicized, uppercase for first letter of the first word in the heading and lowercase for the remaining words in the heading and end with a period. Level 5 headings are indented, italicized, use uppercase for the first letter of the first word of the heading and lowercase for the remaining words, and end with a period.

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When only 2 levels of headings are needed, use levels 1 and 2.

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When 3 levels of headings are needed, use levels 1, 2, and 3.

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When 4 levels of headings are called for, use levels 1 through 4.

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When all 5 levels of headings are called for, use them in numerical order.

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The general rule when using numbers is to use numerals for numbers 10 and above and words for numbers below 10. See sections 4.31 to 4.38 for other rules and exceptions regarding the use of numbers.

Slide 10

Here are some examples of using numerals to express numbers. The first four use numerals as they are all 10 and above. The last example uses a word as the number is less than 10.

Slide 11

Use numerals for numbers that precede units of measurement. Although 8.5 and 2 are less than 10, numerals are used because centimeters are units of measurement.

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For statistics, mathematical functions, percentages and ratios, use numerals to express numbers.

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For dates, ages, scores and points on a scale, exact sums of money, and numbers that represent time, use figures: As shown in the examples here, the numeral 5 is used to identify an exact sum of money. Likewise, the numeral 3 is used to express an age and the numeral 8 is used because it is an expression of time.

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Whenever possible, reword a sentence so it does not begin with a number. If beginning with a number is necessary, use words as shown in these examples.

Slide 15

Use the symbol for percent when it is preceded by a numeral as in the first example. "Williams found that 17% of the elderly population had no access to health care services." When a number is not used, use the word '*percentage*' as in the second example. "The percentage of the population without access to health care was unknown."

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To show the relationship or sequence between elements, use seriation. Within a paragraph or sentence, use lowercase letters in parentheses.

Slide 17

Separate paragraphs in a series, such as itemized conclusions or steps in a procedure, are identified by an arabic numeral followed by a period, but not enclosed in, or followed by, parentheses. The example shown here represents steps in a procedure occurring within a seminar.