**Baseline Expectations for Writing Papers Using APA style**

**in Human Development and Family Studies (HDF)**

**Mechanics/Formatting**

1. Double-space entire paper
2. Use 1’’ margins on all sides
3. Use consistent font size (12 point) and style throughout the paper
4. Insert page numbers in the upper right corner in the header
5. Include all resources cited with in-text citations in the References list (in-text citation author names should match the Reference author names)

**Cover Page**

1. Center title in the upper ½ of the first page. (The title should include at least 1-2 key concepts and the target population that pertains to the paper topic).
2. Include author first and last name
3. Include author affiliation (e.g., University of Rhode Island) or course identification (e.g., HDF 432)

**Paper**

1. **Indent the first line of all paragraphs**
2. **Accurately & consistently use in-text citations**
	1. **For author names in the sentence**

Example: Martinez (2006) identified a connection between environment and individual factors.

* 1. **For author names at the end of the sentence**

Example: Research has shown connections between environment and individual factors (Martinez, 2006).

* 1. **Always use author name(s) if available. If not provided, use organization name as the author for reports or websites.**

Example:

U.S. Department of Health and Human Services (2005) report that many older adults have multiple chronic diseases.

1. **Accurately & consistently use “et al.” when resources have multiple authors**
	1. **Sources with 1-2 authors, list author name(s) each time cited**
	2. **Sources with 3-5 authors, list all authors in the first citation for the source. In subsequent citations, use first author’s last name followed by et al.**

Examples:

1st time: (Kernis, Cornell, Sun, Berry, & Harlow, 1993)

2nd or more times: (Kernis et al., 1993)

* 1. **Sources with 6 or more authors use et al. in the first citation for the source.**

Examples:

1st time: One study utilized random sampling (Jones et al., 2006)

1. **Accurately & consistently document direct quotes from any source!!**
	1. **Always need to include: Author last name(s), year of publication, quote in quotation marks, and page numbers (paragraph numbers if from a website)**
	2. **Short quotes less than 40 words should be included in the text**

Example:

According to Jones (1998), “Students often had difficulty using APA style, especially when it was their first time” (p. 199).

* 1. **Quotes over 40 words are in block style** (start on new line and tab in once)

Example:

Jones's (1998) study found the following:

 Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask
    their teacher for help. (p. 199)

1. **Use headings throughout the paper to organize** (# of levels to use depends on the length of the paper and the content) *See example paper.*
	1. **First level headings** (Centered, Bold)
	2. **Second level headings** (Left, Bold)
	3. **Third level heading** (Indented, boldface, end with period)
2. **Specify all acronyms prior to the first use. Use the acronym throughout the paper after specified.**

Example:

One program of study is Human Development and Family Studies (HDF). HDF students are amazing.

1. **Use numbers appropriately**
	1. Numbers above 10 are written as numerals (50, 125)
	2. Numbers below ten are written as words (one, two, three)

**References**

1. **Label the works cited list “References” and center in the middle of a new page**
2. **Alphabetize the list by first author’s last name**
3. **Accurately and consistently reference resources depending on type of source** (e.g., journal article, book, book chapters, websites). See suggested resources for help with this.
4. **Justify the first line of each reference and indent the subsequent lines**

Example:

Moylan, C.A., Herrenkohl, T.I., Sousa, C., Tajima, E.A., Herrenkohl, R.C. & Russo, M.J. (2010).

 The effects of child abuse and exposure to domestic violence on adolescent internalizing and externalizing behavior problems. *Journal of Family Violence, 25*(1), 53-63

1. **Do not include extra spaces between references**