

Caribbean Maritime University

**Writing Using the APA Style
& Avoiding Plagiarism**

Caribbean Maritime University

**FORMATTING YOUR
RESEARCH PAPER**

Paper Elements : Title Page

A title page is required for all APA Style papers.

There are both professional and student versions of the title page.

Professional Title Page

The professional paper include manuscripts submitted for publication. The title page includes the following elements:

- Title of the paper
- Name of author (s) of the paper
- Affiliation of author (s)
- Author note
- Running head (also included on all pages)
- Page number (also included on all pages)

Student Title Page

Students should follow the guidelines of their instructor or institution when determining which title page format is most appropriate to use. If not instructed otherwise, students should include the following elements on the title page:

- Title of the paper
- Name of author(s) of the paper
- Affiliation for each author(s), typically the university attended (including the name of any department or division)

Student Title Page

- Course number and name for which the paper is being submitted (use the format shown on the institutional materials; e.g. PSY204, PSYC 4301)
- Instructor name (check with the instructor of the preferred form; e.g. Dr. Sharon Dyer: Professor Kevin Lowe)
- Assignment due date, written in the month, date, year format used your country (usually November 4, 2020, or 4 November 2020; we recommend spelling out the month, although 2020-11-04 is the format in countries that use the International Standard date)
- Page number (also included on all pages)

Student Title Page: Format

The paper title should be in title case, bold, centered, and positioned in the upper half of the title page (e.g. three or four lines down from the top margin of the page). Move the title up to up to accommodate a longer author note if necessary. If the title is longer than one line, the main title and sub-title can be separated on double-spaced lines if desired.

Author Name (Byline)

Every paper includes the name of the author or authors – the byline. The preferred form of an author's name is first name, middle initial(s), and last name: this form reduces the likelihood of mistaken identity (e.g., that authors with the same first and last names are the same person).

Write the byline on the title page after the paper title. Include one blank double-spaced line between the paper title and the byline.

Author Name (Byline)

Follow these guidelines for byline formatting:

- If the paper has one author, write the author name centered and in stand (i.e., non-bold, non-italic) font.
- If the paper has multiple authors, order the names of the authors according to their contributions. Write all names on the same line (flowing onto additional lines if needed), centered, and in standard font.
- .

Author Name (Byline)

- For two authors separate the names with the word “and”, and for three or more authors, separate the names with commas and include “and” before the final author’s name.
- For names with suffixes, separate the suffix from the rest of the name with a space, not a comma (e.g., Roland J. Thorpe Jr.)

Author Affiliation

The affiliation identifies where the author(s) worked (or studied, in the case of student authors) when the work was conducted, which is usually a university or other institution.

Include a dual affiliation online if two institutions contributed substantial support to the study.

Author Affiliation

Abide by these guidelines when presenting affiliations:

- Academic affiliations (e.g., universities, teaching hospitals affiliated with a university) should include the name of any department or division and the name of the institution, separated by a comma.
- It is not necessary to include the location of the institution unless the location is part of the institution's name.

Author Affiliation: Format

The format of the affiliation depends on the number of author and whether different authors have different affiliations.

- Begin the affiliation(s) on a new line after the byline.
- Place different affiliations on their own line.
- Do not add blank lines between affiliations or between the byline and the first affiliation.

Author Affiliation: Format

All authors share one affiliation.

If the paper has one author with one affiliation or if all authors of a multi-authored paper share one affiliation, include the affiliation centered and in standard font on its own line, beginning one line below the byline.

Running head

The running head is an abbreviated version of the paper title that appears at the top of every page to identify it for readers, especially readers of a print copy of the published article. Running heads are required only for manuscripts being submitted for publication.

Running heads are not required for student papers unless the instructor or institution requests them; thus the header for a student paper includes only the page number.

Running head

The running head does not have to consist of the same words in the same order as the title: rather, the idea of the title should be conveyed in a shortened form. For example, an article titled “Restless Nights: Sleep Latency Increases and Sleep Quality Decreases with Caffeine Intake” can have a running head of “CAFFEINE-INDUCED REDUCTIONS IN SLEEP EFFICIENCY.”

Running head

- The running head should contain a maximum of 50 characters, counting letters, punctuation, and spaces between words as characters.
- If the title is already 50 characters or fewer, the full title can be used as the running head. Avoid using abbreviations in the running head; however, the ampersand symbol (&) may be used rather than “and” if desired.

Running head: Format

- Write the running head in the page header, flush left,
- This should be in all - capital letters
- Running should be across from the right-aligned page number.
- Use the same running head on every page, including the title page
- Do not include the label “Running head” to identify the running head on any page.

Abstract

An abstract is a brief, comprehensive summary of the contents of the paper. Most scholarly journals require an abstract.

An abstract is not usually required for student papers unless requested by the instructor or institution.

Abstract: Format

- Abstracts typically are limited to no more than 250 words.
- Place the abstract on its own page after the title page (i.e., page 2).
- Write the section label “**Abstract**” in bold title case, centered at the top of the page, and place the abstract below the label.
- Abstract may appear in paragraph or structured format.

Abstract: Format

- Abstract in paragraph format are written as a single paragraph without indentation of the first line.
- Structured abstracts are also written as a single paragraph without indentation, and labels are inserted to identify various sections (e.g. Objective, Method, Results, Conclusions)

Keywords

Keywords are words, phrases, or acronyms that describe the most important aspects of your paper. They are used for indexing in databases and help readers find your work during a search.

Keywords are not required for student papers unless requested by the instructor or institution.

Text (Body)

The text or body of the paper contains the authors/ main contribution to the literature. Both professional and student authors should follow the content and formatting guidelines described in this manual as well as the citation principles.

The text can be organized in many ways, and the organization generally depends on the paper type. Most papers include an introduction that addresses the importance of the work, contextualizes the work within the work within the existing literature and states the aim of the work.

Text (Body)

- The paper should include paragraphs or sections explaining the main premises of the paper.
- There are many possible formats for the text; for example, a quantitative research paper typically includes sections called “methods,” “results” and “Discussions.”
- A qualitative research paper may include a section called “Findings” instead of “Results”, or it may have different section headings altogether, depending on the nature of the inquiry.
- A brief student paper (e.g., a response paper) may not have section headings or may have sections with headings different from those described in this manual.

Text (Body): Format

- The text should start on a new page after the title page and abstract (if the paper includes an abstract).
- On the first line of the first page of the text, write the title of the paper in title case, bold, and centered.
- The text should be left-aligned, double spaced paragraphs, with the first line of each paragraph indented one tab key (0,5 in.)

Text (Body): Format

- Use headings as needed and appropriate within the text to separate sections to reflect the organizational structure of the content.
- Do not start a new page or add extra line breaks when a new heading occurs; each section of the text should follow the next without a break.

Reference List

- The reference list provides a reliable way for readers to locate the works authors cite to acknowledge previous scholarship.
- References are used to document and substantiate statements made about the literature , just as data in the paper are used to support interpretations and conclusions.
- References cited in the paper do not need to be exhaustive but should be sufficient to support the need for your research and to enable readers to place it in the context of previous research and theorizing.

Reference List - Format

- Start the reference list on a new page after the text and before any tables, figures and / or appendices.
- Label the reference list “**REFERENCES**” and capitalized, in bold, and centered.
- Double space all reference list entries (including between and within references).
- Use a hanging indent for all references, meaning that the first line of each reference is flush left and subsequent lines are indented by 0.5 in.
- Use the paragraph formatting function of your word-processing program to automatically apply the hanging indent.

Appendices

- Sometimes authors wish to include material that supplements the paper's content but that would be distracting or inappropriate in the text of the paper. Such material can often be included in the print and electronic versions of the article, or in supplemental materials.
- Include an appendix only if it helps readers understand, evaluate, or replicate the study or theoretical argument being made.

Appendices

- Examples of material suitable for inclusion in an appendix are:
- Instructions to participants
- Tests, scales or inventories developed for the study being reported
- Copy of questionnaire and interview schedules
- Detailed descriptions of complex equipment
- Detailed demographic descriptions of sub-populations in the study
- Other detailed or complex reporting items
- **Student papers may include appendices.**

Appendix: Format

- Begin each appendix on a separate page after any references, footnotes, tables and figures
- Give each appendix a label and a title
- If a paper has one appendix label it “Appendix”
- If a paper has more than one appendix, label each appendix with a capital letter (e.g., Appendix A,” “Appendix B”) in the order in which it is mentioned in the text.
- Each Appendix should be mentioned (called out) at least once in the text by its label (e.g., “see Appendix A”).
- The appendix title should describe its contents

Appendix : Format

- Place the appendix label and title in bold and centered on separate lines at the top of the page on which the appendix begins.
- The appendix may consist of text, tables, figures or a combination of these.
- A text appendix may contain headings and displays equations
- If an appendix contains text, write the paragraphs as regular indented paragraph the same as in the body of the paper.

Format: Importance of format

Use the guidelines in this section to format all APA Style papers. A well-prepared paper encourages editors and reviewers, as well as instructors in the case of student work, to view author's work as professional. In contrast, mechanical flaws can lead instructors to mis-interpret content or question the authors' expertise or attention or detail, and students may receive a lower grade because of formatting errors.

Order of Pages

Arrange the pages of the paper in the following order:

- Title page (page 1)
- Abstract (start on a new page after the title page)
- Text (start on a new page after the abstract, or after the title page if the does not have an abstract)
- References (start on a new page after the end of the text)
- Footnotes (start on a new page after the references)
- Tables (start on a new page after the footnotes)
- Figures (start on a new page after the tables)
- Appendices (start on a new page after the tables and / or figures)

Font

APA Style Paper should be written in a font that is accessible to all users. A variety of font choices are permitted in APA Style; check with your instructor or institution for any requirements regarding font.

Use the same font throughout the text of the paper. Options include:

- A sans serif font such as 11-point Calibri, 11-point Arial
- 10-point Lucida Sans Unicode
- A serif font such as 12-point Times New Roman, 11-point Georgia, or normal (10-Point) Computer Modern (the latter is the default font for LaTeX)

Font

We recommend these fonts because they are legible and widely available and because they include special characters such as math symbols and Greek letters.

An APA Style paper may contain other fonts or font sizes between the 8 and 14 points.

- Within figure images, use a sans serif font with a type size between 8 and 14 points.
- When presenting computer code, use a monospace font, such as 10 point Lucida Console or 10-point Courier New.

Font

- Because different fonts take up different amounts of space on the page, we recommend using word count rather than page count to gauge paper length.

Line spacing

Double space the entire paper, including the title page, abstract, text, headings, block quotations, reference list, table and figure notes and appendices with the following exceptions:

- **Title page:** Elements of the title page are double-spaced and an additional double-spaced blank line appears between the title and byline.
- At least one double spaced blank line also appears between the final affiliation and any author note.

Line spacing

Table body and figure image : The table body (cells) and words within the image part of a figure may be single-spaced, depending on what format creates the most effective presentation of the data.

If text appears on the same page as a table or figure, insert a double –spaced blank line between the text and the table or figure.

Margins

Use 1- in. (2.54 –cm) margins on all sides (top, bottom, left, right) of the page. This is the default page margin in most word-processing programmes.

Dissertations and theses may have different requirements if they are to be bound (e.g.. 1.5 – in. left margin)

Paragraph Alignment

- Align the text to the left and leave margin uneven (“ragged”). Do not use full justification, which adjusts the spacing between words to make all lines the same length (flush with the margins).
- Do not manually divide words at the end of a line and do not use the hyphenation function to break words at the ends of lines.
- Do not manually insert line breaks into long DOIs or URLs; however, breaks in DOIs or URLs applied automatically by a word-processing programme are permissible.

Paragraph Indentation

- Indent the first line of every paragraph 0.5 in.
- For consistency, use the tab key or the automatic paragraph-formatting function of your word-processing programme.
- The default settings in most word-processing programmes are acceptable.
- The remaining lines of the paragraph should be left-aligned.

Paragraph Indentation

Exceptions to these paragraph indentation requirements are as follows:

- For professional papers, the title (in bold), byline, and affiliations on the title page should be centered.
- For student papers, the title (in bold), byline, affiliations, course number and name, instructor, and assignment date should be centered.
- Section labels should be centered (and bold).
- The first line of the abstract should be flush left (not indented).

Paragraph Indentation

- The entirety of a block quotation should be indented from the left margin 0.5 in. If the block quotation spans more than one paragraphs of the block quotation should be indented another 0.5 in., such that those first that those first lines are indented a total of 1 in.
- Level 1 headings should be centered (and in bold), and Level 2 and 3 headings should be left-aligned (and in bold or bold italic, respectively).
- Table and figure numbers, titles and notes should be flush left.
- Reference list entries should have a hanging indent of 0.5 in.
- Appendix labels and titles should be centered (and bold).

Paper Length

- The length for student papers is determined by the assignment guidelines.
- If a paper exceeds the target length, shorten it by stating points clearly and directly, confining discussion to the specific problem under investigation, deleting or combining data displays, eliminating repetition across sections, and writing in the active voice.
- Paper length targets may be specified by either page count or word count.
- We recommend word count because different fonts are slightly different sizes and may produce variations in the number of pages.

Paper Length

- To determine the page count, count every page, including the title page and reference list.
- To determine word count, count every word from the beginning to end, including all in-text citations, reference entries, tables, figures (other than words in a figure image, which may not be captured by word count), and appendices.

Paper Length

- The default settings of the word-count function of your word-processing programmes are acceptable for determining the word count.
- Do not count text in the page header (i.e., running head and / or page numbers), or manually add any words within figure images to the word count (these words are generally not included in the automatic word count in programmes such as Microsoft Word, Academic Writer or Google Docs).

Organization

Principles of Organization

In scholarly writing, sound organizational structure is the key to clear, precise, and logical communication.

- Headings in a document identify the topic or purpose of the content within each section.
- Headings help readers become familiar with how a paper's content is organized, allowing them to easily find the information they seek.
- Headings should be succinct yet long enough to describe the content.

Organization

- Concise headings help readers anticipate key points and track the development of your argument.
- Headings that are well formatted and clearly worded aid both visual and non-visual readers of all abilities.
- Headings must be clearly distinguishable from the text.

Heading Levels

APA Style headings have five (5) possible levels:

- Level 1 headings are used for top-level or main sections.
- Level 2 headings are subsections of Level 1 and so on.
- Regardless of the number of levels of sub-heading within a section, the heading structure for all sections follows the same top-down progression.

Heading Levels

Example:

- In a paper with Level 1 Method, Results and Discussion headings, the Method and Results sections may each have two levels of subheading (Levels 2 and 3).
- The Discussion section may have only one level of sub-heading (Level 2).
- There would be three levels of heading for the paper overall.

Headings in the Introduction

- Because the first paragraphs of a paper are understood to be introductory, the heading “introduction” is not needed.
- Do not begin a paper with an “Introduction” heading: the paper title at the top of the first page of text acts as de facto Level 1 heading.
- For sub-sections within the introduction, use Level 2 headings for the first level of sub-section, Level 3 for subsections of any Level 2 headings, and so on.

Number of Headings in a Paper

- The number of levels of heading needed for a paper depends on its length and complexity; three is average. If only one level of heading is needed, Use Level 1.
- If two levels are needed, use Levels 1 and 2.
- If three levels are needed, use Levels 1, 2, and 3; and so forth.
- Use only the number of headings necessary to differentiate distinct sections in your paper.
- Short student papers may not require any headings.
- Do not label headings with numbers or letters.

Format for the five levels of headings

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

Tables and figures

- Tables and figures enable authors to present a large amount of information efficiently and make their data more comprehensible.
- Tables usually show numerical values (e.g., means and standard deviations) or textual information (e.g. means and standard deviations) or textual information (e.g., lists of stimulus words, responses from participants) arranged in an orderly display of columns and rows.
- A figure may be a chart, graph, photograph, drawing, or any other illustration or non-textual depiction.

Purpose of Tables and Figures

- The primary purpose of any table or figure is to facilitate readers' understanding of the work.
- For example, tables and figures can be used to summarize information, to present the results of exploratory data analysis or data mining techniques to estimate some statistic or function.
- Although, tables and figures attract attention, they should not be used for mere decoration in an academic paper. Instead, every table and figure should serve a purpose.

Design and Preparation of Tables and Figures

- When preparing a table or figure, first determine the purpose of the display and the relative importance of that purpose, then, select a format that supports that purpose.
- Design tables and figures with readers in mind. Communicate findings clearly while also creating attractive visual displays.
- Prepare tables and figures with the same care as the text of the paper.
- Changes in text often demand changes in tables and figures.

Design and Preparation of Tables and Figures

Use the following principles when designing tables and figures:

- Label all columns in tables
- Label all elements in figure images (e.g. , label the axes of a graph)
- Place items that are to be compared next to each other.
- Place labels next to the elements they are labelling.
- In figure images, use sans serif fonts that are large enough to be read without magnification.

Design and Preparation of Tables and Figures

- Design the table or figure so it can be understood on its own (meaning readers) do not have to refer to the text to understand it).
- Define abbreviations used in the table or figure even if they are also defined in the text.
- Tables or figures designated as supplemental materials should also contain enough information to be understood on their own.
- Avoid decorative flourishes, which are distracting and can interfere with readers' comprehension; instead, ensure that every element supports the goal of effective communication.

Graphical Versus Textual Presentation

Be selective in choosing how many tables and figures to include in your paper. Readers may lose track of your message if there are a large number of tables and figures.

If many tables and figures accompany a small amount of text, it can cause problems with page layout for published articles.

More-over, graphical presentation is not always optimal for effective communication.

Formatting Tables and Figures

Tables and figures follow the same structure:

- They have a table or figure number
- A table or figure title
- A body (for tables) or an image (for figures)
- Table and figure notes as needed
- Tables and figures may be produced in many different file formats; publishers or instructors may limit the formats they accept.

Formatting Tables and Figures

- Use the tables function of your word processing programme to create tables. If you copy and paste tables from another programme (e.g., SPSS, Excel) into your word processing programme, you may need to adjust the formatting to comply with APA Style guidelines.
- Figures can be created in a variety of ways using many programmes such as Excel, PowerPoint, Photoshop, Illustrator and Inkscape. Regardless of the programme used to create the figure, the output should be of sufficient resolution to produce high-quality images.

Placement of Tables and Figures

There are two options for the placement of tables and figures in a paper.

- The first option is to place all tables and figures on separate pages the reference list (with each table on a separate page followed by each figure on separate page).
- The second option is embed each table and figure within the text after its first callout.
- Align all tables and figures with the left margin regardless of where they appear in the paper.

PLAGIARISM

'Kidnapping' Intellectual Property

Plagiarism = Kidnapper



Plagiarism-Caribbean Maritime University

“Plagiarism is defined as the unacknowledged use of the words, ideas or creations of another. The principal categories of unacknowledged use are *unacknowledged quotation*, which is failure to credit quotations of another person’s spoken or written words; and *unattributed borrowing*, which is failure to credit another person’s ideas, opinions, theories, graphs or diagrams. Unattributed borrowing also includes the failure to credit another person’s work when paraphrasing from that work.”

Plagiarism – Caribbean Maritime University

“**Cosmetic paraphrasing** is also plagiarism. This can occur when an acknowledgement is made but the words are so close to the original that what is deemed to have been paraphrased is, in fact, a modified quote. A more technical form of plagiarism is *wrongly attributed borrowing*, where one does not acknowledge the work from which one obtained an idea, but quotes, instead, from the original source, which may well convey a broader research effort than what actually took place.”

TYPES OF PLAGIARISM

CLONE

Submitting another's work, word-for-word, as one's own

HYBRID

Combines perfectly cited sources with copied passages without citation

CTRL-C

Contains significant portions of text from a single source without alterations

MASHUP

Mixes copied material from multiple sources

TYPES OF PLAGIARISM

REPLACE

Changing key words and phrases but retaining the essential content of the source

ERROR

Includes citations to non-existent or inaccurate information about sources

REMIX

Paraphrases from multiple sources, made to fit together

AGGREGATOR

Includes proper citation to sources but the paper contains almost no original work

TYPES OF PLAGIARISM

RECYCLE

Borrows generously from the writer's previous work without citation

RE-TWEET

Includes proper citation, but relies too closely on the text's original wording and/or structure

HOW TO AVOID PLAGIARISM

- Take accurate notes
- Use in-text citation
- Quote and cite; paraphrase and cite; summarize and cite
- Use information responsibly
- Reference sources

STILL NEED HELP?

- Speak with a Librarian
- Owl Purdue at
<http://owl.english.purdue.edu/owl/resource/560/01/>
- Watch the Video at
<http://www.youtube.com/watch?v=9pbUoNa5tyY>

STILL NEED HELP?

- *Publication Manual of the American Psychological Association, 6th ed.*
- <http://www.apastyle.org>
- <http://www.capella.edu/interactivemedia/onlinewritingcenter/downloads/handoutSignalPhrases2009.pdf>

