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Correspondence concerning this article should be addressed to Ben Aroud, University of Bialystok, ul. M. Skłodowskiej-Curie 14, Białystok, Poland, 19-276. E-mail: baroud@gmail.com)

Abstract

Begin typing your abstract paragraph here. An abstract is a single paragraph, without indentation, that summarizes the key points of the manuscript in 200 to 300 words. The usual sections defined in a structured abstract are the Background, Methods, Results, and Conclusions. This paragraph should not be indented. After typing your abstract there should be a page break and the body of the paper will begin on the next page. This should be accurate, nonevaluative, readable, and concise. This is the most important single paragraph in this paper.

*Keywords:* APA, style, template

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Hit the tab key one time to begin the main body of the paper. Although the abstract is not indented, the paragraphs of the main document are indented. The computer will wrap your text for you based upon the margin settings established by this document template. It is not necessary for you to hit the enter or return key at the end of a line of text. Only hit the enter key (one time) when you reach the end of a paragraph. Notice that there is no extra spacing between the paragraphs or sections.

In APA any source you use in your paper must have an in-text citation. In APA these citations include the author’s last name and the year of the publication in parentheses (Aroud, 2017). If the source you are using does not identify an author, use a shortened version of the source title rather than the author name (E-Portfolios for Education, 2006).

The major components of your paper (abstract, body, references, etc.) each begin on a new page. These components begin with centered headings at the top of the first page. Some papers have multiple studies in them so the body could have multiple sections and subsections within it.

Sections can have subsections with headings. For example, a Method section might have Participants, Materials, and Procedure subsections if there are enough details to explain to warrant such headings. The sixth edition of the APA manual, unlike earlier editions, tells you to bold some headings. Below are examples.

Introduction doesn’t have a heading that says “Introduction. When you get ready for the next section, “Materials and Methods,” you don’t start a new page.

APA 6.0 supports five levels of headings. [The first two heading levels get their own paragraph, as shown here. Headings 3, 4, and 5 are run-in headings used at the beginning of the paragraph.]

# Heading Level 1

## Heading Level 2

**Heading level 3.** [Note the indent and period, and note how the capitalization works. You will probably never go deeper than the third heading level. You can include consecutive paragraphs with their own headings, where appropriate.]

***Heading level 4.***

*Heading level 5.*

The heading styles are set in this document to correspond with those heading levels 1 through 5. The next heading is a Heading 1. It will be followed by a Heading 2.

E.g.

# Materials and Methods

## Participants

Text. Text. Text.

## Assessments and Measures

Text. Text. Text.

**Heading three is the beginning of a paragraph ending with a period.** Text. Text. Text.

**Second Heading 3 level in the section.** If you use one Heading 3, you should use a second, just like when you create an outline, if you have an “A.” you should have a “B.”

***First Heading 4 level in the section.*** It may be best just to bold and italicize the normal style rather than using the Heading 4 style.

***Second Heading 4 level in the section.*** If you use one Heading 4, you should use a second, just like when you create an outline, if you have an “A.” you should have a “B.”

*First Heading 5 level in the section.* It may be best just to italicize the normal style rather than using the Heading 4 style.

*Second Heading 5 level in the section.* If you use one Heading 5, you should use a second, just like when you create an outline, if you have an “A.” you should have a “B.”

# Results

Text. Text. Text.

## Outcome 1

Text. Text. Text.

## Outcome 2

Text. Text. Text.

# Discussion

Text. Text. Text.

# Conclusion

Text. Text. Text.

**References**

Like all main sections of your paper, references start on their own page. The references page that follows is created using the Citations & Bibliography feature, available on the References tab. This feature includes a style option that formats your references for APA 6th Edition. You can also use this feature to add in-text citations that are linked to your source, such as those shown at the end of this paragraph and the preceding paragraph. To customize a citation, right-click it and then click Edit Citation. (Last Name, Year)

Aroud, B. H., Breck, P. T., & Falkone, R. M. (2016). Title of journal article. *Journal of Research in Personality, 13,* 254-276. doi:10.1016/0032-026X.56.6.895

B’Markone, S. O. (2017). Modern education: Questions and answers. *Journal of Language and Education, 4*(3)*,* 55-79*.*

Cranch, B. E., Aroud, B. P., & Falkone, R. (1999). *Technology in modern life*. N.Y., NY: Pearson.

Aroud, B. E. (2009). Words. In *The new encyclopedia Britannica* (vol. 38, pp. 745-758). Chicago, IL: Penguin.

Aroud, B. E. (2017). Words in articles. In A. Fallone (Ed.), *Research projects* (pp. 745-758). Chicago, IL: Penguin.

Cranch, B. R., & Falkone, A. C. (2011). Science and education. In P. Z. Albert, R. Brings & J. H. Cramm (Eds.), *Research papers evaluation* (pp. 123-256). New York, NY: Simon & Schuster.

Abramson, M. (2004, March 1). This is how to cite an online news article that has an author. *The Washington Post*. Retrieved from http://www.washingtonpost.com/dir/subdir/2014/05/11/a-d9-11e3\_story.html

***Appendix***

If your paper only has one appendix, label it "Appendix" (without quotes.) If there is more than one appendix, label them "Appendix A," "Appendix B," etc. (without quotes) in the order that each item appears in the paper. In the main text, you should refer to the Appendices by their labels.

The actual format of the appendix will vary depending on the content; therefore, there is no single format. In general, the content of an appendix should conform to the appropriate APA style rules for formatting text

Use footnotes or endnotes to cite sources which are not scientific. Also you need to use footnotes for explanatory (content) notes or copyright permission. Content footnotes contain information that supplements the text, but would be distracting or inappropriate to include in the body of the paper. In other words, such footnotes provide important information that is a tangent to what you are discussing in your paper.

The footnote should only express one idea. If it is longer than a few sentences, then you should consider putting this information in an appendix. Most authors do not use footnotes because they tend to be distracting to the readers. If the information is important, authors find a way to incorporate it into the text itself or put it in an appendix.

Each appendix must have a capitalised title.

In the text, refer to appendices by their labels:

“… produced the same results for both studies (see Appendices A and B for complete proofs).”

Begin each appendix on a separate page.

Place the label and title of each appendix at the top of the page, centered, using normal capitalization. Label first, title second.

E.g.

Appendix A

Exercises Used in the Course

**Footnotes**

1[Add footnotes, if any, on their own page following references. For APA formatting requirements, it’s easy to just type your own footnote references and notes. To format a footnote reference, select the number and then, on the Home tab, in the Styles gallery, click Footnote Reference. The body of a footnote, such as this example, uses the Normal text style[[1]](#footnote-1).

**Tables**

Table 1

[*Table Title*]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Column Head | Column Head | Column Head | Column Head | Column Head |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |
| Row Head | 123 | 123 | 123 | 123 |
| Row Head | 456 | 456 | 456 | 456 |
| Row Head | 789 | 789 | 789 | 789 |

Note: [All explanatory text appears in a table note that follows the table, such as this one. Use the Table/Figure style, available on the Home tab, in the Styles gallery, to get the spacing between table and note. Tables should use 1,5 line spacing. Include a heading for every row and column, even if the content seems obvious. A default table style has been setup for this template that fits APA guidelines.]

**Figures**

Figure 1. [Include all figures in their own section, following references (and footnotes and tables, if applicable). Include a numbered caption for each figure. Use the Table/Figure style for easy spacing between figure and caption.]

For more information about all elements of APA formatting, please consult the APA Style Manual, 6th Edition.

1. Text. Text.Text. [↑](#footnote-ref-1)