APA

There are two types of APA manuscripts: copy manuscripts (those submitted for publication) and final manuscripts (those not submitted for publication). Copy manuscripts are much more formal and may contain multiple sections. Specifically, they will have an abstract (a one-paragraph summary of the paper). The papers you produce for most Kaplan University classes will be final manuscripts. Unlike copy manuscripts, final manuscripts do not, unless specifically required by an instructor, require an abstract.

They do include:
A title page;
The paper itself (the "discussion") and
A references page.

Formatting the discussion, or body, of the paper, is also quite straightforward. APA final manuscripts are generally double-spaced (unless your instructor requests otherwise). The running head appears in the upper left corner of each page, before the page number (on the upper right hand corner). The full title also appears, but only on the first page of the body of the paper. For subsequent pages, the running head is the only "title" present.

New paragraphs should be indented (which is the default setting for the Tab key) and there should not be an extra blank line between paragraphs.

The last thing required is the references page. This page, like the others, has the running head and page number in the upper-right hand corner. Sources should be alphabetized by the author's last name (or, for sources without authors, by the first letter in the title) and the second line of each source should be indented a half inch (the first line is not indented).

Here are a few additional formatting standards to keep in mind:

• Use standard margins: 1" on all sides.

• Use standard 12-point font size.

• Use standard double-spacing: average of 22 lines per page, and between 20 and 24 lines per page.

• Use left-aligned text. Do not right-justify.

• There should be no spaces between paragraphs within the paper.

• When citing a quote of more than four lines, you should indent the entire quoted passage 10 spaces from the left margin. It is not necessary to indent these block quotes from the right margin. Continue with the usual double-spacing, and give the usual acknowledgements at the end of the quote. Block quotes do not require quotation marks.

Directions for Submitting Your Assignment:

Please label your projects: username-project-unit.doc. For example, a student named Tina Allen would name her file TAllen-CriminalLawEssay-Unit2.doc. Submit your Assignment by selecting the appropriate Dropbox by the end of the unit.