

Do I have my...

- Cover Page**
 - *Running head*
 - *Page number*
 - *Centered title*
 - *Author & school name*
- Abstract (if needed)**
- Essay in 12-pt, Times New Roman font, & double-spaced**
- Headers and Page Numbers**
- Citations**
 - *In-text and parenthetical*
- Reference Page**
 - *Alphabetical order*
 - *Hanging indent citations*

Cover Page Rules

- Title:
 - Type your title, *centered*, in the upper half of the page.
 - Your title should be **no more than 12 words in length** and that it should not contain abbreviations or words that serve no purpose.
 - Your title can take up one *or* two lines.
 - Everything on title page, and throughout your paper, should be **double-spaced**.
- Beneath the title, type the author's name: first name, middle initial(s), and last name.
- Beneath the author's name, type the institutional affiliation, which should indicate the location (like *school name*).

Running head: EFFECTS OF DEPRESSION ON SLEEP 1

Effects of Depression Symptoms on Quality of Sleep

Jane L. Doe and John G. Smith

John Doe University

Additional line(s)

** Ask your professor if you need to make any modifications or changes!*

Header Rules

- The first page of the document, the **cover page**, has a different header from the rest of the paper.
 - This header includes the words "Running head" before the capitalized title.

Running head: VARYING DEFINITIONS OF ONLINE COMMUNICATION 1

- Running is capitalized, while head is not.

Running head:

-
- The rest of your paper only contains the capitalized title and page number as the header.

VARYING DEFINITIONS OF ONLINE COMMUNICATION 4

For help with formatting your header, please ask a Writing Tutor with knowledge of APA for assistance.

Reference Page Rules

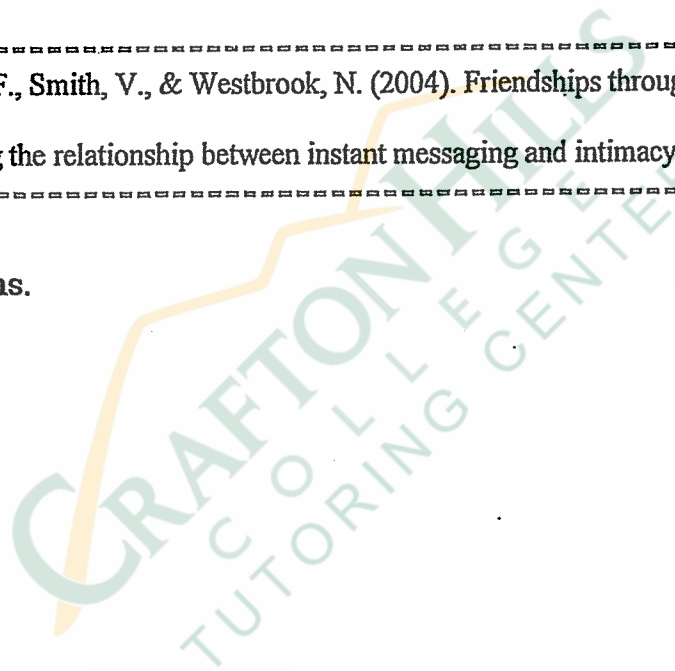
- When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a *title and subtitle*...

Examining the relationship between instant messaging and intimacy.

...the first word after a *colon or a dash* in the title...

Hu, Y., Wood, J. F., Smith, V., & Westbrook, N. (2004). Friendships through IM:
Examining the relationship between instant messaging and intimacy. *Journal of*

...and proper nouns.



Reference Page Rules

- An APA Reference page serves a similar purpose to the Works Cited page in an MLA formatted paper, at the end of your essay.
 - Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.
- Your references should begin on a new page separate from the text of the essay, and labeled "References" at the top of the page.

VARYING DEFINITIONS OF ONLINE COMMUNICATION	9
References	
Cummings, J. N., Butler, B., & Kraut, R. (2002). The quality of online social relationships. <i>Communications of the ACM</i> , 45(7), 103-108.	

- Authors' names are inverted (last name - first); give the last name and initials for all authors, up to and including seven authors.

Underwood, H., & Findlay, B.

- Reference list entries should be strictly **alphabetized**.
- If you use a source **AT ALL** (e.g. when doing research) for information, even if you do not quote or paraphrase the source, you are typically required to cite the source on your reference page.