

Running Head: Title of Assignment

Title or Subject of Paper

Name of Student

STN School of Ministry & Leadership

Course Number, Course Name

Instructor's Name

Submitted on DATE/YEAR

Abstract

The abstract is a single paragraph in block format (without paragraph indentation) and should not exceed 120 words. Be sure to understand the difference between the abstract (a summary of the paper) and the introduction (an introduction to the paper). A good trick is to write one summary sentence for each major part of your paper; which should leave you with a good, four-sentence abstract.

Although the abstract is on a page all by itself, you cannot count it as a full page of writing. The abstract can be counted as an additional paragraph when counting the number of pages you have written.

Sample APA Paper for Students Learning APA Style

(Level 1 Heading above- see info. on page 4)

The first part of your paper is the introduction. Head this section with the title of your paper; do not use the heading Introduction. This part of your paper develops the background, and states the purpose and rationale of the paper, and answers the question, “What is the point of this paper?” At the end of your introduction include a sentence stating the purpose of your paper.

This Paper is Only a Guide

Use this paper as a guide; if anything in this paper is different from the instructions provided by your instructor, always do as your instructor asks. If in doubt, ask your instructor. For more help on writing and formatting your paper see the Academic Dean.

Basic APA Format

Your APA paper should be double-spaced on every page, have 1 inch margins on all four sides, have one space after each punctuation mark, including periods; have headings if it is more than a few pages in length.

The Body of Your Paper

The body of your paper is where you make your main points. The points you want to make may be clear to you, but that is not always the case for the reader. “Paragraphs and headings work together to help you get your ideas across to the reader as clearly as possible” (Audi, 1999).

Paragraphs (Level 2 Heading- see info. on page 4)

Paragraphs help you change from one idea to another in your paper. Plan to make one point or present one piece of information in each paragraph. “Do not make your paragraphs too long; at its very longest, a paragraph should not go over one page” (Bond & Kent, 2001).

Headings

Headings organize the hierarchy of ideas in your paper. You can have one or more levels of headings in your paper; all ideas of equal importance will have the same level of heading. The longer your paper, the more levels of headings you will have. This paper uses two levels of headings; see the insert below to find out how to format them.

Level 1 Headings are Centered, Major Words Begin With an Uppercase Letter

(Level 1 Headings are the subtitles for each major topic/point in your paper)

Level 2 Headings are Flush Left, Italicized, Major Words Begin With an Uppercase Letter

(Level 2 Headings are subtopics within a major topic)

Borrowing Information and Citing Your Sources

Whenever you present borrowed information in your paper, you must tell the reader where you got your information (this is what we mean by citing sources or giving references). Citing your sources (a) gives proper credit to the person who originally did the research, (b) allows the reader to look up the research themselves if they want to read more about it and, (c) proves to your instructor that you have done your research (Mendelsohn, 2003).

The Parts of a Reference

A reference is made up of two parts, the in-text reference and the reference page entry. The two parts of a reference work together to tell a reader what information you have borrowed from another source and give the reader enough information to be able to track down that source.

[See page 7 of this paper for citation examples](#)

When to Cite Sources

You must cite sources whenever you (a) quote directly (word for word), (b) when you paraphrase (put borrowed information in your own words) and, (c) when you summarize (Tom & Stone, 1997). [The previous sentence is cited without quotation marks because it is paraphrased.](#) Quoting and paraphrasing allow you to bring in information from other sources to back up your argument and help to put power behind the points you are making. Borrowed information should be integrated into the text of your paper; for example, try mentioning why you think the information is valuable or explain how it reflects on the argument you are making.

You can borrow research from any source as long as you give proper credit by following the APA referencing style. Tom and Stone (1997) warn that borrowing information without giving proper references has been found to result in accusations of plagiarism. [In the previous sentence the reference information “Tom and Stone \(1997\)” leads the sentence, as opposed to following it.](#) Write down all the information you will need from your sources as you use them, in order to save time in the end.

Conclusion

A conclusion adds order and emphasis to your paper; it should pull the different parts of the paper together, emphasizes important points, and demonstrates the possibilities for future exploration of your topic. Although the conclusion should restate the purpose of your paper, it should not simply restate the points you made in your paper. The conclusion should add to the reader’s understanding of the issues, as well as clarify your argument, or emphasize your point.

**"On my honor, I am the author of this paper and any assistance
I received in its preparation is/has been fully acknowledged and disclosed."**

SIGNATURE

References

Audi, R. (Ed.). (1999). *Making paragraphs that work*. Cambridge, MA: Cambridge University Press.

Bond, J., & Kent, C. (2001). Avoiding the pitfalls of lengthy paragraphs. In B. Wayne (Ed.), *Writing for college* (2nd ed., Vol. 1, pp. 256-302). Washington, DC: Better Books Inc.

[This is how you reference a source written by more than one author.](#)

Mendelsohn, J. A. (2003). Citation and plagiarism. *The Modern College Student*, 86(3): 268-277.

Publication manual of the American Psychological Association (5th ed.). (2001). Washington, DC: American Psychological Association.

Tom, S., & Stone, R. (1997). When to cite sources. *APA Monitor*, 43(2). Retrieved August 22,

2000, from <http://superhero.truth.justice.american.way> [This is how you reference an](#)

[internet source.](#)

Things to notice on the previous page:

- (a) the references are in alphabetical order by author's last name (if there is no author then the title of the reference is used instead)
- (b) the title of the page is References
- (c) the reference page is on a separate page from the rest of the text
- (d) the page number and shortened title appear on the top right hand corner of all pages, including the reference page

Citation Examples:

Emotional intelligence is crucial to a successful business career and for effective group performance (Goleman, 1986). This is not a direct quote, it is paraphrased. Therefore there are no quotation marks. Please note that this citation includes the author's name and year of publication in parenthesis.

The core competencies required for emotional intelligence are “the perception of emotions in one's self and others, the understanding of these emotions, and the management of emotions” (Feldman, 2001). This is a direct quote complete with quotation marks.

Several accredited universities are delivering EQ training. Grossman states:

A current trend in education is to teach students about how their emotional intelligence can have a positive or negative effect on their career. Many universities are now offering courses in interpersonal relationship and emotional intelligence in an attempt to prepare students to be leaders. Leaders cannot lead in isolation and an educational delivery system that features team building and collaboration are growing by the numbers (2000). This is an example of a block quote (40 or more words. Each line is indented and does not have quotation marks.

Deuteronomy 8:6-8 says “Obey the laws of the Lord your God. Walk in his ways and fear him. For the Lord your God is bringing you into a good land of brooks, pools, gushing springs, valleys, and hills; it is a land of wheat and barley, of grape vines, fig trees, pomegranates, olives, and honey” (Living Bible). [Direct quote citation from the Bible](#)

The Lord God said to not fear and that he was bringing them into a rich and lush land of great harvest (Deuteronomy 8:6-8, NIV). [Paraphrased citation from the Bible](#)