

Columbia University School of Social Work

Writing Center Handouts

- **Title page model**
- **Abstract page model**
- **Reference page model**
- **Appendix page model**

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(limit of 3 words of your title; appears on every page to the left of page number)

Running head: LAYOUT GUIDELINES IN APA STYLE



(type the words "Running head:" exactly as above; type a shorter version of title, no more than 50 UPPER CASE characters, including spaces; this line only appears on Title page)

Layout Guidelines for
Writing a Paper in APA Style
Jane Doe
Columbia University
School of Social Work



(double space and follow exact order: title, your name, affiliation; any other info put below, e.g., course, date, instructor)

Abstract

The second page of your paper contains the abstract. An abstract is a brief, comprehensive summary of your paper, one that allows the reader to quickly survey its contents. It should not exceed 120 words (350 words for a dissertation), but it should be informative, well-organized, accurate, concise, and readable. A well-prepared abstract can be the most important paragraph in an article. Most readers have their first contact with an article by seeing the abstract, usually online. Write your abstract in the third person using an active voice. Use the present tense to describe results and the past tense to describe specific variables manipulated or tests applied. Avoid jargon, such as “policy implications are discussed” or “it is concluded that.”

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Appendix

An appendix is used to provide additional information that would be either distracting for the reader or inappropriate if it were in the main body of the text. Common types of appendixes include a large table, a word list, a mathematical proof, a computer program that is new or unique to the research referred to in the paper, verbatim instructions to participants, original scales or questionnaires, and raw data. An appendix should be used only if it helps the reader understand and or evaluate the paper.

A paper may include more than one appendix. If you use only one, label the page as such (see above), centered, at the top of the page. The appendix page comes after the reference page(s). If you use more than one appendix, label each one with a capital letter (Appendix A, Appendix B, etc.) and in the text refer to each one accordingly.