APA Formating

Prepared by

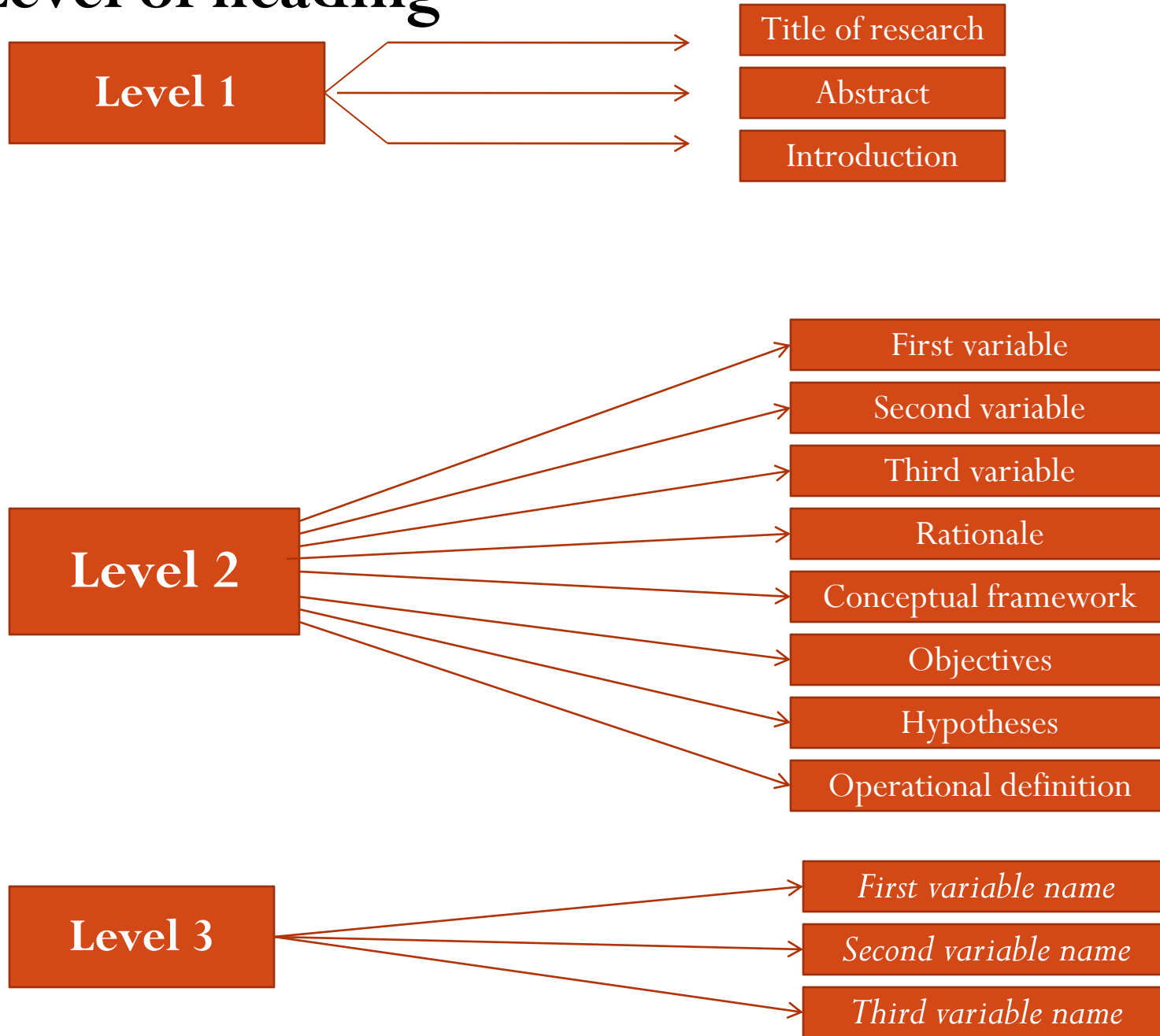Hafiz Muhammad Zeeshan iqbal

Why APA

- Consistency in the order, structure, and format of paper elements allows readers to focus on a paper's content rather than its presentation.

- Following APA Style guidelines to achieve consistency in the presentation of paper elements is essential to crafting an effective scholarly work.

Level of heading according to APA-7

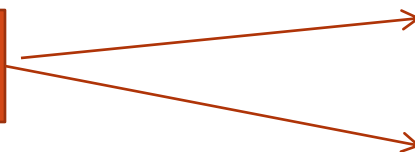| Level	Format
1	**Centered, Bold, Title Case Capitalization** New paragraph begins on next line
2	**Flash Left, Bold, Title Case Capitalization** New paragraph begins on next line
3	***Flash Left, Bold, Title Case Capitalization*** New paragraph begins on next line
4	**Indented, Bold, Title Case Capitalization, Ending with a Period**. Paragraph begins on same line as heading title.
5	***Indented, Bold, Title Case Capitalization, Ending with a Period***. Paragraph begins on same line as heading title.

Level of heading

Level 1
- Title of research
- Abstract
- Introduction

Level 2
- First variable
- Second variable
- Third variable
- Rationale
- Conceptual framework
- Objectives
- Hypotheses
- Operational definition
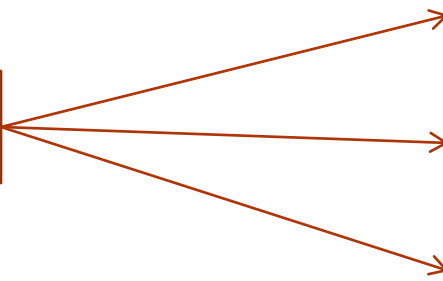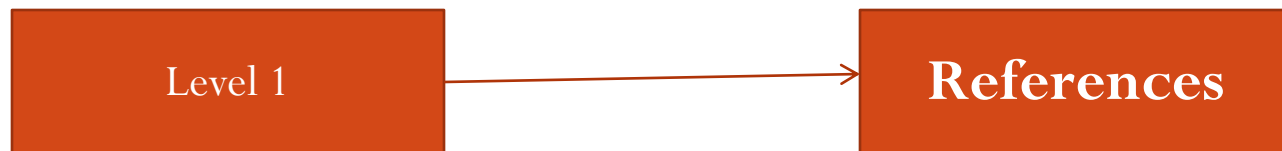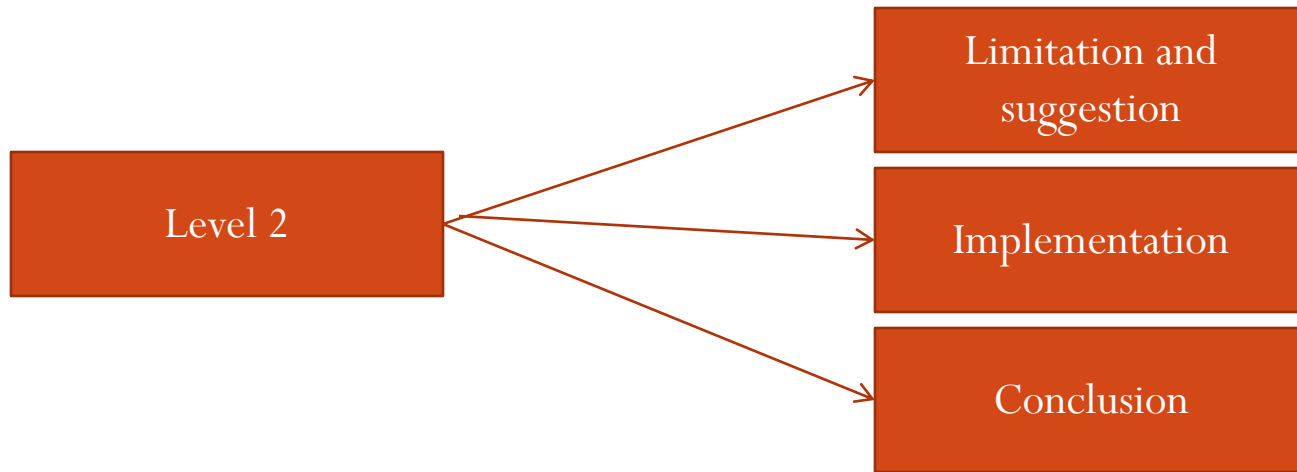
Level 3
- *First variable name*
- *Second variable name*
- *Third variable name*
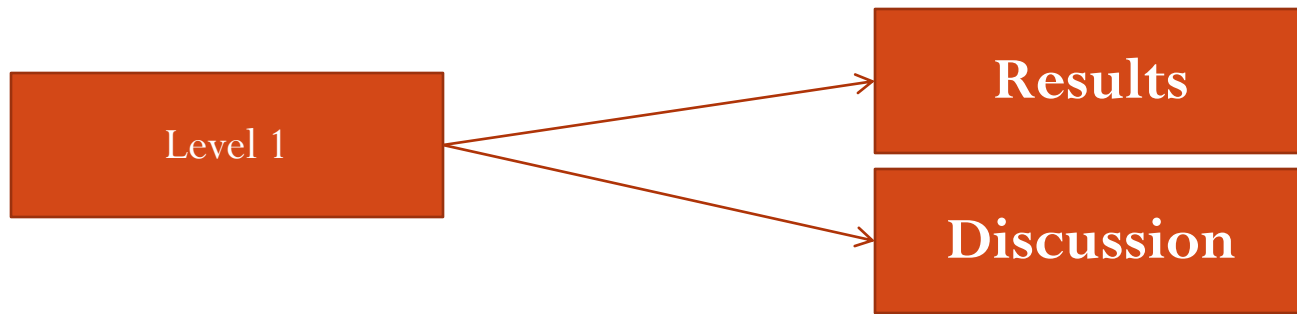
Running head

- The running head is an abbreviated version of the paper title that appears at the top of every page to identify it for readers, especially reader of a print copy of the published article.

- Running heads are required only for manuscripts being submitted for publication.

- Running heads are not required for students papers unless the instructor or institution requests them; thus, the header for a student paper includes only the page number.

Abstract

Far far away, behind the word mountains, far from the countries Vokalia and Consonantia, there live the blind texts. Separated they live in Bookmarksgrove right at the coast of the Semantics, a large language ocean. A small river named Duden flows by their place and supplies it with the necessary regelialia. It is a paradisematic country, in which roasted parts of sentences fly into your mouth. Even the all-powerful Pointing has no control about the blind texts it is an almost unorthographic life One day however a small line of blind text by the name of Lorem Ipsum decided to leave for the far World of Grammar. The Big Oxmox advised her not to do so, because there were thousands of bad Commas, wild Question Marks and devious Semikoli, but the Little Blind Text didn't listen. She packed her seven versalia, put her initial into the belt and made herself on the way.

Keywords: Lorem Ipsum, mountains, river, text

- The running head should contain a maximum of 50 characters,

- Counting letters, punctuation and spaces between words as characters.

- If the title is already 50 characters or fewer, the full title can be used as the running head. Avoid using abbreviations in the running head; however, the ampersand symbol (&) may be used rather than "and" if desired.

Font

APA style papers should be written in a font that is accessible to all users. A variety of font choices are permitted in APA style; also check with your publisher, instructor, or institution for any requirements regarding font.

11-point Calibri

11- point Arial,

10-point Lucida

12point Time New Roman

11point Georgia

- APA recommend these fonts because they are legible and widely available .

- Within figure images, use a sans serif font with a type size between 8 and 14 points

- When presenting a footnotes in a page footer in a page footer, the default footnote settings of your word-processing are acceptable (e.g., 10-point font with single line spacing).

- Because different fonts take up different amounts of space on the page, APA recommend using word count rather than page count to gauge paper length

Line spacing

- Double-space the entire paper, including the title page, abstract, text heading, block quotations, reference list, table and figure notes, and appendices, with the following exceptions

- Title page: elements of the title page are double-spaced, and an additional double-spaced blank line appear between the title and byline

- Table body and figure image: the table body (cells) and words within the image part of a figure ma be single-spaced, one-and-a-half-spaced, or double-spaced, depending on what format create the effective presentation of the data.

Footnotes:

- Footnotes are used to provide additional content or to acknowledge copyright permission status.

- footnotes that appear at the bottom of the page on which they are called out should be single-spaced and formatted with the default settings of your word-processing program.

Displayed equations. It is permissible to apply triple or quadruple-spacing in special circumstances, such as before and after a displayed equation.

Margins

Use 1-in. (2.54-cm) margins on all sides (top, bottom, left, and right) of the page. This is the default page margin in most word-processing programs. Thesis may have different requirements if the are to b bound (e.g., 1.5-in. left margins

Paragraph alignment

- Align the text to the left and leave the right margin uneven. Do not use full justification, which adjusts the spacing between words to make all line the same length.

- Do not manually divide words at the end of a line. Do not manually insert line breaks into long DOI or URLs;

Paragraph indentation

- Indent the first line of every paragraph 0.5 in for consistency, use the tab key or the automatic paragraph-formatting function of your word-processing program. The default setting in most word-processing programs are acceptable. The remaining lines of the paragraph should be left-aligned.

Paper length

- Journals differ in the average length of articles they publish; consult the journal's instructions for authors to determine the appropriate length for the type of article you are submitting.

- A4 page use in thesis

Abstract

- An abstract is a brief, comprehensive summary of the contents of the article. A good abstract is accurate, non- evaluative, readable, and brief.

- **Format**. Abstract typically are limited to no more than 250 words. Abstract words are vary from journal to journal and typically range from 150 to 250 words.

- If you are submitting a work for publication, check the journal's instructions for authors for abstract length and formatting requirements, which may b different from those of APA journals.

Key words

- Keywords are words, phrases, or acronyms that describe the most important aspects of your paper. They are used for indexing in databases and help readers find your work during a search.

- For manuscripts being submitted to APA journals, proved three to five keywords describing the content. Keywords are not required for student paper unless requested by the instructor or institution.

- Format. Write the label "Keywords:" (in italic) one line below the abstract, indented 0.5 in. like a regular paragraph, followed by the keywords in lowercase (but capitalize proper nouns;

For example

Research Title

Impact of Emotion Regulation and Emotional Expressivity on Side way Emotion in adolescents.

How to write an Abstract in Research

Sr. NO	KEY WORDS
1	BACKGROUND (IF NEW CONSTRUCTS)
2	MAIN OBJECTIVES
3	SECONDARY OBJECTIVES
4	DURATION
5	RESEARCH DESIGN
6	SAMPLE NAME, SIZE AND LOCATION
7	IMPORTANT SUBGROUPS (IF ANY)
8	SAMPLING TECHNIQUE
9	INSTRUMENTS (CITATION)
10	STATISTICAL ANALYSIS
11	MAIN FINDINGS
12	IMPLICATIONS
13	CONCLUSION
14	KEYWORDS

Sr. no	KEY CONCEPTS	SCIENTIFIC DESCRIPTION
1	**BACKGROUND**	The term "sideways emotions" is a relatively new addition in the existing literature pertaining the non-verbal expression of emotions through "smili" or "emoji" in e-communication (Mayer, 2017)
2	**MAIN OBJECTTIVE**	The present study examined the impact of emotion regulation and emotional expressivity on positive and negative sideways emotions in adolescents.
3	**SECONDARY OBJECTIVD**	Moreover, the study investigated the impact of positive and negative emotional expressivity on sideways emotion

4	**DURATION**	**The study was completed in one year, from January 1, 20189 to December 30, 2019**
5	**RESEARCH DESIGN**	The study was based on cross-sectional survey research design
6	**SAMPLE NAME, SIZE AND LOCATION**	Participants comprised of adolescents (N = 300) enrolled in university campus situated in Sargodha
7	**IMPORTANT SUBGROUPS**	Both boys (n = 150, 50%) and girls (n = 150, 50%) participated in the study
8	**SAMPLING TECHNIQUE**	Data were collected using purposive sampling technique

9	**INSTURMENTS (CITATION)**	Four self-reported measures including Emotion Regulation Questionnaire (Gross &John, 2003), Positive Expressivity (Barchard, 2001), negative Expressivity (Barchard, 2001), and sideways Emotions scale (Zia, 2018) were used for data collection
10	STATISTICAL ANALYSIS	Multiple regression analysis was applied for testing the hypotheses.
11	MAIN FINDINGS	The finding revealed that emotion regulation positively predicted positive sideways emotions whereas inversely predicted negative sideways emotions. Positive emotional expressivity positively predicted positive sideways emotions and vice versa.

12	**IMPLICATIONS**	The findings empiricallyt established that use of "emoji" in e-communication is an indicator of having the ability to regulated emotions and to express emotions appropriately. The finding can applied to improve the e-communication of adolescents by fostering use of "positive sideways emotions".
13	**CONCLUSION**	The study I an important addition in the existing body of knowledge on the role of two positively emotions-related factors in determining the use of sideways emotions by adolescents.
14	**KEY WORDS**	Emotion regulation, Emotional expressivity, Sideways emotions

- (1st level heading)
- Font size = 12

- Regular
- In block form (non-use of indent in the start of paragraph)
- Ideally in a single paragraph
- Non- use of statistical values
- font size =12
- Ideally 150 to 250 words

Abstract

The term "sideways emotions" is a relatively new addition in the existing literature pertaining the non-verbal expression of emotions through "smili" or "emoji" in e-communication (Mayer, 2017). The present study examined the impact of emotion regulation and emotional expressivity on positive and negative sideways emotions in adolescents. Moreover, the study investigated the impact of positive and negative emotional expressivity on sideways emotion. The study was completed in one year, from January 1, 20189to December 30, 2019. The study was based on cross-sectional survey research design. Participants comprised of adolescents (N = 300) enrolled in university campus situated in Sargodha. Both boys (*n*= 150, 50%) and girls (*n*= 150, 50%) participated in the study. Data were collected using purposive sampling technique. Four self-reported measures including Emotion Regulation Questionnaire (Gross &John, 2003), Positive Expressivity (Barchard, 2001), negative Expressivity (Barchard, 2001), and sideways Emotions scale (Zia, 2018) were used for data collection. Multiple regression analysis was applied for testing the hypotheses. The finding revealed that emotion regulation positively predicted positive sideways emotions whereas inversely predicted negative sideways emotions. Positive emotional expressivity positively predicted positive sideways emotions and vice versa. The findings empirically established that use of "emoji" in e-communication is an indicator of having the ability to regulated emotions and to express emotions appropriately. The finding can applied to improve the e-communication of adolescents by fostering use of "positive sideways emotions". The study I an important addition in the existing body of knowledge on the role of two positively emotions-related factors in determining the use of sideways emotions by adolescents.

Keyword: Emotion regulation, Emotional expressivity, Sideways emotions

INTRODUCTION

- Presents the specific problem under study and describes the research strategy.

- Discuss the relevant related literature, but do not feel compelled to include an exhaustive historical account.

- State hypotheses- After you have **introduced the problem** and have developed the **background material**, explain your **approach to solving the problem**. In empirical studies, this usually involves **stating your hypotheses** or specific question and describing how these were derived from theory or are logically connected to previous data and argumentation.

Format.

- Should be start on a new page after the title and abstract.

- The text should be left-aligned, double-space, and the first line of each paragraph indented by one tab key (0.5 in.)

- Use headings a needed an appropriate within the text to separate sections.

METHOD

- The Method section describes in detail how the study was conducted.

- **Divide the Method section into labeled subsections**:- - Descriptions of the participants - Sampling procedures and sample size - Measurement approaches - Research design

Sr no	points	example
1	Author name	ARMSS developed by Yasmin
2	Year	(2016)
3	Scales items	consisted of 20 items
4	Sub-scale + items	and 4 subscales. Avoidance, Control, Acceptance, Transfer. Each subscale consists of 5 items
5	Items phrases positively or negatively?	The scale is based on positively phrased items
6	Rating scale	Which are rated a on 5-point likert scale
7	Response rate	Rated as 1= *strongly disagree* to 5 = *strongly agree*
8	Minimum and maximum score	Individual can minimum obtain 20 scores on this scale whereas maximum scores cannot exceed than 100
9	High and low scores or cut of scores	Obtained scores on this scale were interpreted in terms of low and high scores rather than cut off scores.
10	One item of the scale	Any item of the scale
11	Reliability	The scale has originally alpha reliability of .85.
12	Reverse scoring items	The items of 6, 7, and 8 are reverse scoring items
13	Validity	This scale is used in the prior research with employees and it is reported that it is reliable and valid measure of job performance (Green & Green, 2006; McCook, 2002).

Method

Sample

The present study will be based on cross-sectional survey research design. Sample of the present study will be consisted of rescue employees ($N = 300$) from different offices of Rescue-1122 situated in Sargodha division. Purposive sampling technique will be used to collect the information. Informed consent will obtained from the participants before administering the questionnaires.

Inclusion criteria

Write your inclusion criteria,

Exclusion criteria

Write your inclusion criteria,

Instruments

A-CAT Risk Management Style (ARMSS)

For examine the risk taking tendency of persons. ARMSS developed by Yasmin (2016) consisted of 20 items and 4 subscales. Avoidance, Control, Acceptance, Transfer. Each subscale consists of 5 items, The scale is based on positively phrased items which are rated on a 5-point likert scale. Rated as 1= *strongly disagree* to 5 = *strongly agree*. Individual can minimum obtain 20 scores on this scale whereas maximum scores cannot exceed than 100. Obtained scores on this scale were interpreted in terms of low and high scores rather than cut off scores. The scale has originally alpha reliability of .85. The items of 6, 7, and 8 are reverse scoring items. This scale is used in the prior research with employees and it is reported that it is reliable and valid measure (Green & Green, 2006; McCook, 2002).

RESULTS

Summarize the collected data and the analysis performed on those data relevant to the discourse that is to follow. Report the data in sufficient detail to Justify your conclusions.

- In the next chapter, we will be learn (How to make tables after analysis and which values pick from output data sheet)

Discussion

- To evaluate and interpret their implications, especially with respect to your original hypotheses.

- Examine, interpret, and qualify the results and draw inferences and conclusions from them. Emphasize any theoretical or practical consequences of the results.

- Open the Discussion section with a clear statement of the support or nonsupport for your original hypotheses. If hypotheses were not supported, offer post hoc explanations.

- Similarities and differences between results and the work of others should be used to contextualize, confirm, and clarify your conclusions

CONCLUSION

- Provides comprehensive information on specific manuscript parts. For each manuscript part, this chapter describe purpose and core content as well as how it should appear in text. Also provide an expanded discussion of statistical methods, including guidance on reporting effect sizes. Add a new section on the use and preparation of supplemental materials for the web

REFERENCES

- References acknowledge the work of previous scholars and provide a reliable way to locate it.

- Start the reference list on a new page.

- The word References should appear in uppercase and lowercase letters, centered.

- Double-space all reference entries.

- APA publishes references in a hanging indent format, meaning that the first line of each reference is set flush left and subsequent lines are indented

Demo

Cable, D. M., & Parsons, C. K. (2001). Socialization tactics and person–organization Wt. *Personnel Psychology*, 54, 1–23.

APPENDICES AND SUPPLEMENTAL MATERIALS

- A list of stimulus materials
- A detailed description of a complex piece of equipment
- A list of articles that provided the source data for a meta-analysis but are not directly referred to in any other way in an article.

MANUSCRIPT ELEMENTS TITLE

- A title should summarize the main idea of the manuscript.

- The title should be typed in uppercase and lowercase letters, centered between the left and right margins, and positioned in the upper half of the page

AUTHOR NOTE

- An author note appears with each printed article to identify each author's departmental affiliation, provide acknowledgments, state conflict of interest, and provide a point of contact for the interested reader. (Students should note that an author note is usually not a requirement for theses and dissertations)