Title   Abstract      Research pages       References

In writing the research paper you must have these different sections of the paper:

- Title page: Title of paper, your name & name of college. (Running header-if required by professor)
- Abstract page: 150 and 250 words. Block format (not indented).
- Research pages: number of pages as per Capstone instructions or professor.
- References page: organized by APA rules for citations.

These are general guidelines for setting up your research paper:

- **Font size:** Fonts should be 12-point font.
- **Font:** Use “Times Roman” or “Courier”.
- **Line spacing:** Line spacing should always be set to double – not single, not 1.5, not triple.
- **Paper Margins:** Margins should be 1” from page top & bottom; and 1” from left & right margins.
- **Spacing:** 2 spaces at the end of a sentence. One space after other punctuation.

**Page Numbering:**

- Pages should be numbered starting with “1” on the title page and ending with the last page.
- Place page numbers at the upper right hand of the page top -1/2 inch down from margin.
- Page numbers are on the same line as the Running heading.

**Running head – Title page:** On the title page, starting **1/2 inch from the top of the page/**:

- Type the label “Running head:” followed by the capitalized title [up to 50 characters] in the **top left** portion of the page header:
- Type the page number in the **top right** portion of page header for title and body of your paper.

Running head: CAPITALIZED PARTIAL TITLE

**Running headers - after title page/ on following pages**

- For content pages, start 1/2 inch from top of the page:
- Type same first few words in caps from title page; but do not include “Running head:”
  - page numbers on the top right (flush to right margin)
  - capitalized title on the left (flush to left margin)

CAPITALIZED PARTIAL TITLE

**Levels of Headings** – see APA manual. Level 1: Centered Uppercase & Lowercase Heading

**Paragraphs:** double space throughout with no extra line between paragraphs

- The first sentence of each paragraph must be indented five spaces.
- Each paragraph should have three or more complete sentences.

Adapted from Publication Manual of APA, 6th ed. See manual for full information.

2/16/11-DRK
Research

The Research paper is based on research which you use to formulate your own ideas and conclusions. In your research paper, always refer to your research sources (books, journals, websites) when you give information that is not your own.

These references are called citations and there are two citation forms:

- **in text citations** or citations within the text of your paper (brief citation)
- **reference citations** at the end of the paper (full citation)

**Research Portion of Your Paper with in text citations**

and faculty fear they will be replaced by the new technologies as colleges struggle to support faculty loads and the rising costs of technological advances (McKinney, n.d.).

Distance learning is defined by Lyons, McIntosh, and Kysilka (2003) as "online courses, video-broadcasted courses or television courses" (p. 201). Lever-Duffy and Lemke (1996) state that reduction in resources in higher education are causing more and more community colleges to turn to distance delivery methods in their programs. The authors go on to say that the structure and composition of distance education has changed to "ensure the variety of distance learning experiences" (201) and that community colleges must continue to develop and refine their distance delivery methods.

Lyons, et al (2003) believe that effective use of technologies such as email, presentation software, smart boards, etc. can create a "rich learning experience" with students attending once a week to reinforce ideas and build a community of peers.

**References portion of your paper with full citations**

First reference to more than one author

Consequent reference to more than one author

References


McKinney, Kristen. (n.d.) Technology in community colleges. Retrieved from ERIC Clearinghouse for Community Colleges:

http://www.eric.ed.gov/ericdigests/d05610.html


http://www.eric.ed.gov/ericdigests/digest0303.htm
In Text Citing in Research Paper

APA Rules require 2 pieces of information listed for all your in-text citations

- **Author’s last name** (if there is no author, use first word of the title. Organizations are sometimes considered authors)
- **Date of publication** of the article, book or resource   (if no date appears, use n.d.)

In the text of your research paper you can either place your brief in text citation to a reference within parenthesis ( ) or refer to the author and/or date as part of a sentence.

**Examples of INDIRECT information from source, but NOT A QUOTE from author):**

- A recent report discusses the changes in technology and affects on aerospace (Wells, 1999).
- Wells (1999) discusses the changes in technology and consequent affects on aerospace.
- In 1999 Wells discussed the changes in technology and consequent affects on aerospace.
- Paraphrase (research rephrased in your own thoughts/words – not direct quote): Wells feels that technology will have lasting major affects on all industry including aerospace. Consumer products frequently use lead solder which disintegrates quickly. Electronics used in aerospace must be of more stable materials (1999).
- **No author listed**: cite in text the first few words of title. Example: (NOTE: In-text citation: use quotation marks around title of article or chapter and capitalize first few words of title. **However, in References list DO NOT use quotation marks or capitalize first few words of title.** Use italics for first few words of title of periodical, book, brochure or reports.)
- **No date is indicated**, use n.d. Example:
- In a recent report … (Brazil, n.d.)

**APA requires a 3rd piece of information if you are using a direct quote**

- **Page number/s for direct quote**

**Examples of quoted information below.** General Rules: short quotations (under 40 words) - period goes after citation; block quotation (over 39 words) - period goes before citation.

- He believed that technology innovations would “affect aerospace irreversibly” (Wells, 1999, p. 21).
- Wells believed technology innovations would “affect aerospace irreversibly” (1999, p. 21), but there are implications for other industries as well.
- In 1999, Wells stated technology innovations would “affect aerospace irreversibly” (p. 21).
- Wells recent report (1999) states:

> Changes in technology will affect aerospace irreversibly. Electronic equipment used by consumers such as toys, computers and cell phones frequently use lead solder. The expected short lifespan of these items can mean massive fodder for landfills. However aerospace electronics must be of more durable materials. (p. 21)

- **No pages indicated**: use section and/or paragraph number:
- A recent report indicates … (Microsoft Corp., 2006, Introduction section, para. 3 )
- **Combination direct quote and paraphrase**

Wells states technology innovations will “affect aerospace irreversibly” (1999 p.21). He further predicts that the current trend of consumer purchases cell phones, toys and other devices that use lead solder are impractical for industry because of short lived performance (Wells).
References Page Citing

The References page is the last portion of your Research paper. Your in text citation (brief citation) is based on how it is listed in the References page (full citation). APA rules:

- **Alphabetize** reference citations by
  - last name of author
  - or if there is no author:
    - first word of title of publication
    - first word in title of organization website hosting the article - if a well known organization

- **Double-space** references
- Use **hanging indentation** (start the first line of the reference citation at margin, but Indent the second and following lines (5 – 7 spaces) under the first sentence
- **One space follows each punctuation mark** within reference
- When **page numbers** are not available, use chapter or section information. Use:
  - p. for 1 page
  - pp. for 2 or more pages
  - 21(3) for databases or pages that are not consecutive paging
- Article & book titles – **capitalize first word of Title & Subtitle**; but use small case letters for other words other than proper nouns. Use this format for first title in Reference, whether italicized or not.
- **Italics are used for titles of journals, books, reports or brochures.** Short web entries (that are not articles) such as blogs, posts, ads, etc. are not italicized.

### References Page Example

<table>
<thead>
<tr>
<th>Reference</th>
<th>Source</th>
</tr>
</thead>
</table>