

## *An Overview: Part 1*

All papers are expected to be written according to APA format. If you have questions about how to format a particular paper you are writing in a course, ask your instructor for specific guidance.

**Title page:** This presents the title of your paper, your name, and the name of the appropriate facility (i.e. Brigham Young University-Idaho). The title page is always page 1.

**Abstract:** This presents a summary or synopsis of your paper. The abstract is always on page 2. It should be no more than 120 words and one paragraph.

**Table of Contents:** Although not covered in the APA manual 5th Edition, a table of contents will be used for papers. The table will help the reader understand the organization of the paper. The table of contents is on page 3.

**Refer to:** the Fifth edition APA manual.

## *An Overview: Part 2*

**The Body:** This is the content of your paper. Included in the body are the introduction, the presentation of your thesis or topic, and the material that supports your argument. The body of the paper also contains "in-text citations". An in-text citation is a brief note that indicates when you are using ideas or information from another author. There are primary sources and secondary sources. A primary source is when you have actually read the information. A secondary source is when you read an article that references the primary source.

**The Reference List:** This is the list of sources that you used to write your paper. Each in-text citation in your paper must have a corresponding reference in this section. The reference list enables the reader to find the information you have used throughout your paper. It is presented in alphabetical order; the last name of the author or authors of the documents are used to alphabetize the list. The primary reference is placed here, not the secondary reference.

## *An Overview: Part 3*

**Tables:** Tables are reserved for data that cannot be effectively presented in the body of the paper. A table must allow the reader to quickly and accurately make important comparisons.

**Figures:** Figures are non-text items that do not fit the definition for a table. They include drawings, photographs, graphs, and charts.

**Appendices:** Appendices are used to present detailed information that would be distracting in the body of the paper. Material for an appendix may include a computer program or a sample questionnaire.