Writing & Resource Center
Formatting an APA Paper

Use Times New Roman (12 font), set margins at 1”, and double-space your entire document.

Formatting Title Page
The running head is an abbreviated title (up to 50 characters) that will be used for the published article. Type out the words Running head: and use all caps for the title. The running head is positioned flush left on the first page of your manuscript and the words “Running head” will only be on your title page.

Center your title, your name, and Rivier University in the top half of the page.

How to Format Page Headers:
1. On your cover page, click on Insert (bar at top left of screen)
2. Select Header
3. Select Edit Header (bottom of option screen)
4. At top of screen under Design, check off Different First Page
5. In the blank header on your cover page, type Running head: AS MUCH OF YOUR TITLE IN ALL CAPS THAT WILL FIT
6. Tab to right of this first header, select Insert, then select Page Number from options to the right
7. Select the option Current Position from the screen that comes up, and then click on the Plain Number box at the top to the left; the number 1 will appear
8. Go down to the second page, type in your running head in all caps (without the label), tab to the right and repeat step above; the number 2 should appear
9. The computer will format the rest of your pages
10. Click on Design at top of screen and select Close Header and Footer
Abstract

An APA abstract is a brief, one-paragraph summary of the contents of your paper. The abstract is typically 150-250 words and must be readable and concise. It should follow the same organization as your paper, starting with a short introduction, followed by an overview of the content and a summary of your conclusions. It is a good idea to write the abstract after you have completed your paper; this will make it easier to determine what essential points of your paper should be summarized. Unlike the rest of your essay, the first line is not indented. Double-space the abstract.

Keywords: abstract, summary, APA

Effects of Age on Detection of Emotional Information

Frequently, people encounter situations in their environment in which it is impossible to attend to all available stimuli. It is therefore of great importance for one’s attentional processes to select only the most salient information in the environment to which one should attend.

Previous research has suggested that emotional information is privy to attentional selection in young adults (Nummenmaa, Hyona, & Calvo, 2006), an obvious service to evolutionary drives to approach rewarding situations and to avoid threat and danger . . .
EFFECTS OF AGE ON DETECTION OF EMOTION

Method

Participants

Younger adults (14 women, 10 men, \( M_{\text{age}} = 19.5 \) years, age range: 18–22 years) were recruited with flyers posted on the Boston College campus. Older adults (15 women, nine men, age = 76.1 years, age range: 68–84 years) were recruited through the Harvard Cooperative on Aging (see Table 1, for demographics and test scores). Participants were compensated $10 per hour for their participation.

Materials and Procedure

The visual search task was adapted from Ohman et al. (2001). There were 10 different types of items (two each of five Valence \( \times \) Arousal categories: positive high arousal, positive low arousal, neutral, negative low arousal, negative) Valence and arousal ratings. Valence and arousal were judged on 7-point scales (1 = negative valence or low arousal and 7 = positive valence or high arousal).

The participants’ three choices were (a) working with another participant, (b) working with a team, and (c) working alone.

We tested three groups: (a) low scorers, who scored fewer than 20 points; (b) moderate scorers, who scored between 20 and 50 points; and (c) high scorers, who scored more than 50 points.
Appendices

An appendix is appropriate for supplementary information such as tables, figures, and charts. Use a separate page for each appendix. If you are only using one, center the word Appendix on the top of the page. If you are using more than one appendix, label them Appendix A, Appendix B, and so on.

If one table or figure makes up the entire appendix, there is no need to provide additional labels. If, however, you are including multiple tables or figures in an appendix, provide each with a number preceded by the letter or the appropriate appendix. If you have a single appendix that is not labeled with a letter, precede numbers of tables and/or figures with the letter A.

### EFFECTS OF AGE ON DETECTION OF EMOTION

#### Appendix

**Table A1**

<table>
<thead>
<tr>
<th>Item One</th>
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**Table A2**

<table>
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<th>Item One</th>
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### EFFECTS OF AGE ON DETECTION OF EMOTION

#### Appendix B

Maslov’s Hierarchy of Needs

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