



## Academic Support Center Formatting an APA Paper (6<sup>th</sup> Edition, Revised January 2018)

Running head: EFFECTS OF AGE ON DETECTION OF EMOTION	1
  Effects of Age on Detection of Emotion Susan Jones Rivier University	

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**

OR go to the Academic Support Center website for an easy to use [formatting template](#)

**Second Page of Document—Abstract:** (Not always required; check with your professor.)

*Do not repeat the words  
Running head  
on subsequent pages*

EFFECTS OF AGE ON DETECTION OF EMOTION

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**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

*An abstract is a brief summary of the contents of your essay. The abstract is typically 150-250 words and must be readable, concise, and well organized.*

*Provide three-five keywords from your abstract to aid your readers; indent and italicize the word **Keywords***

**First Page of the Body of Your Paper:**

EFFECTS OF AGE ON DETECTION OF EMOTION

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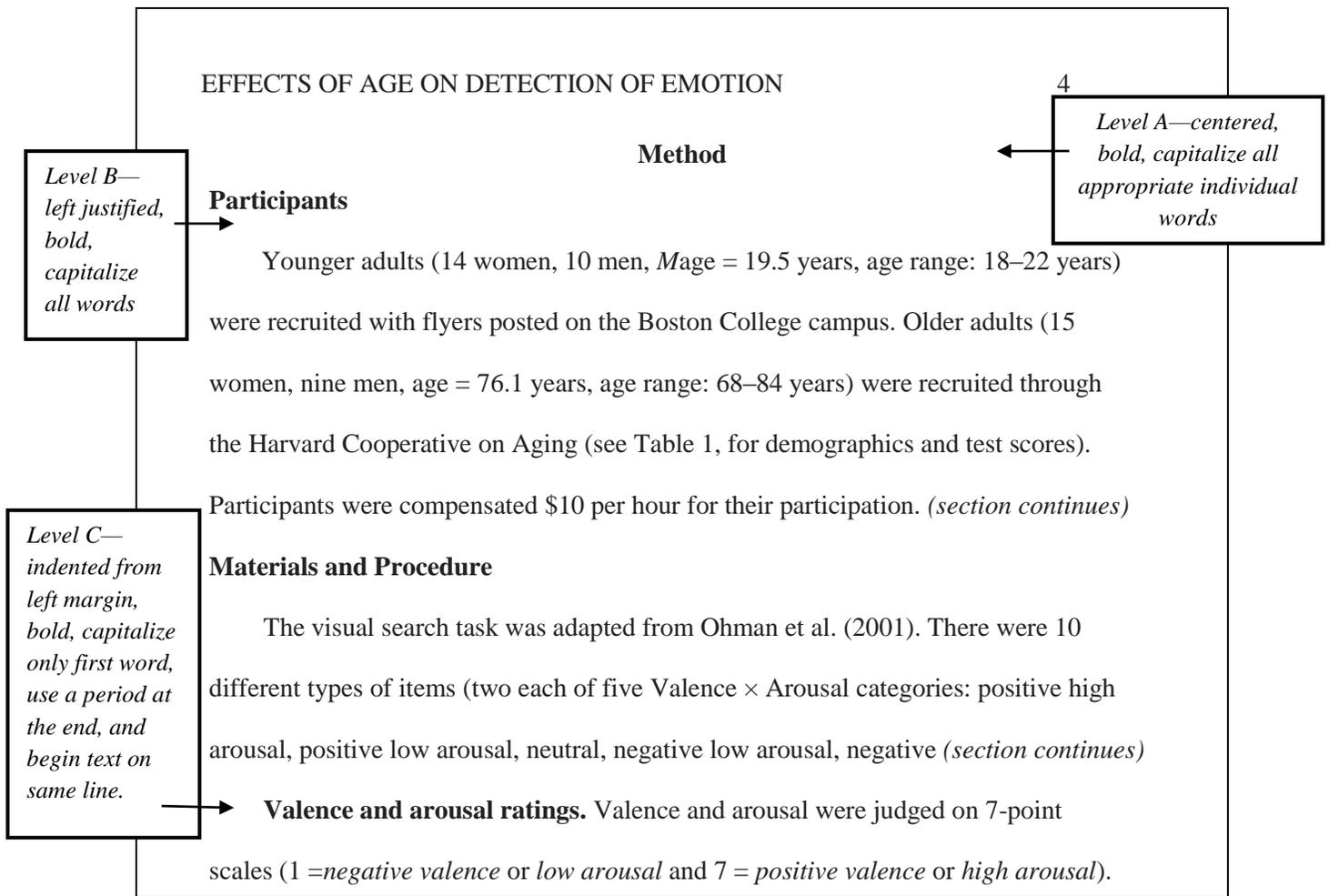
*Indent paragraphs 1/2 inch (5 spaces). Do not add extra space between paragraphs.*

Effects of Age on Detection of Emotional Information

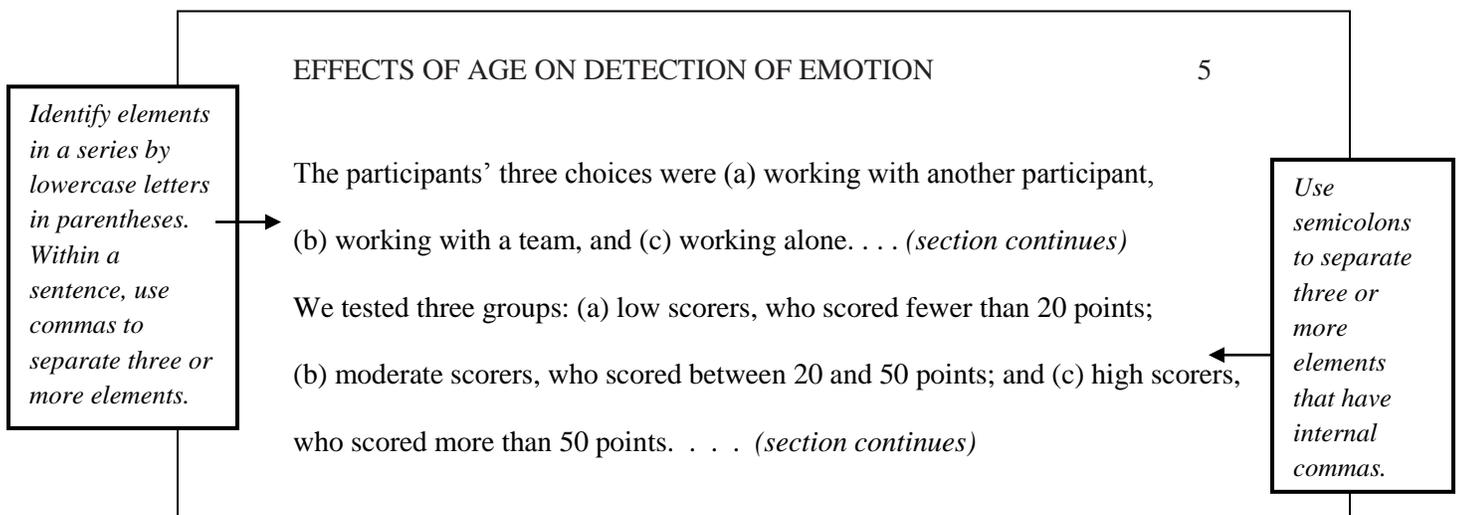
*Center the complete title of your essay on the first page of your text only.*

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 . . .

### Three Levels of Headings:



### Items in a Series:



## 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	10
Appendix	
Table A1	
<div style="border: 1px solid black; padding: 5px; width: fit-content;">Item One Item Two Item Three Item Four</div>	
Table A2	
<div style="border: 1px solid black; padding: 5px; width: fit-content;">Item One Item Two Item Three Item Four</div>	

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Appendix B	
Maslov's Hierarchy of Needs	
 <p style="text-align: center;"><b>ABRAHAM MASLOW HIERARCHY OF NEEDS</b></p> <p style="text-align: center;"><small>Maslow, A. Motivation and Personality (2nd ed.) Harper &amp; Row, 1970.</small></p> <p style="text-align: center;">SELF-ACTUALIZATION Pursue Inner Talent Creativity Fulfillment</p> <p style="text-align: center;">SELF-ESTEEM Achievement Mastery Recognition Respect</p> <p style="text-align: center;">BELONGING - LOVE Friends Family Spouse Lover</p> <p style="text-align: center;">SAFETY Security Stability Freedom from Fear</p> <p style="text-align: center;">PHYSIOLOGICAL Food Water Shelter Warmth</p>	