

Instructions: Title Page & References for Social Sciences Report

- ▶ **Find THREE required articles on social media and news consumption** located in Unit 2: Social Sciences Report, Reading Links for Articles folder:

- ▶ **Include a title page in APA style.**

- ▶ **Format title page using the following guidelines in APA style.**
 - Include a title page as its own page on the first page in the document.
 - Include a running header and a page number in the top header space:
 - Not on first line of page but in actual top header space.
 - Use the phrase Running head: (Capital "R," lowercase "h," and colon).
 - Use a shortened form of the paper title in ALL CAPS.
 - Running head: ALL CAPS TITLE should be flush to left margin.
 - Page number should be flush to right margin.
 - Page number is just the number – no abbreviations for *page*.
 - Three lines of text centered halfway down the page (press Enter 10 times):
 - The title of the paper (in title case).
 - Your name.
 - School name.
 - Use an appropriate, creative title for this assignment.

- ▶ **Include a References page in APA style.**
 - There are THREE required primary sources for this essay.
 - The sources are provided; you will NOT have to conduct outside research on your own.
 - Citation format is provided with each source in the Unit 1: Natural Sciences Literature Review folder, Reading Links for Articles folder.
 - Include 3 citations (one for each source).
 - Use APA style for in-text citations and References page.

- ▶ **Format References using the following guidelines in APA style.**
 - On page separate from the title page.
 - Include the same header that will be the same as for the essay body pages.
 - Not on first line of page but in actual top header space.
 - Do NOT use the phrase Running head.

- Use a shortened form of the paper title in ALL CAPS.
 - ALL CAPS TITLE should be flush to left margin.
 - Page number should be flush to right margin.
 - Page number is just the number – no abbreviations for *page*.
 - Last name does not appear in the header.
 - Use Times New Roman 12-point font for all text.
 - Title of page should be ...
 - On first line of page
 - References
 - Centered
 - Times New Roman 12-point font
 - No other special formatting
 - Entire page is double-spaced, including within and between citations.
 - Alphabetize citations according to the first word in each citation.
 - Use hanging indentation—that is, the first line is flush to the left with the second and subsequent lines indented to 0.5 inch.
 - View the information, instructions, and examples in the APA Formatting & Documentation button for so much more material about APA style.
- ▶ **View Sample APA Social Science Report with Table file** in the Unit 2 folder for an example of formatting.