

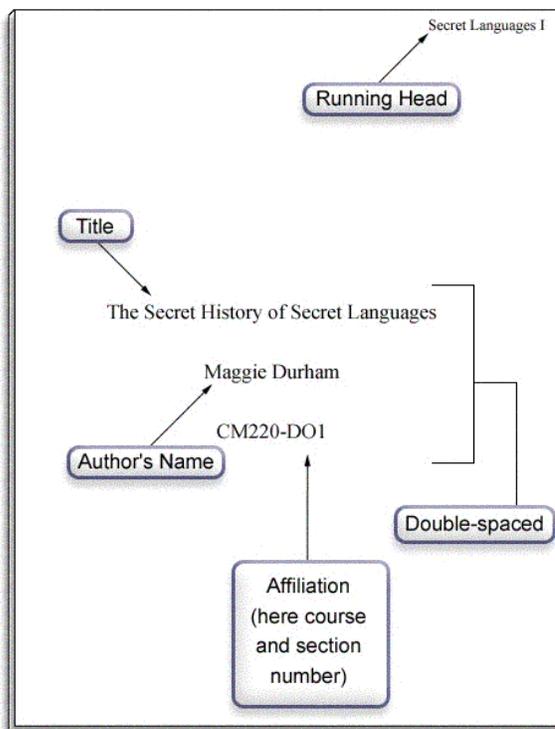
## PAPER SUBMISSIONS

APA manuscript style dictates how your paper should appear on the page.

There are two types of APA manuscripts: copy manuscripts (those submitted for publication) and final manuscripts (those not submitted for publication). Copy manuscripts are much more formal and may contain multiple sections. Specifically, they will have an abstract (a one-paragraph summary of the paper). The papers you produce for most Kaplan University classes will be final manuscripts. Unlike copy manuscripts, final manuscripts do not, unless specifically required by an instructor, require an abstract. They do include:

- A title page
- The paper itself (the "discussion")
- A references page

A title page contains three items: a running head (a short version of the title), the paper's title, and the author's name. Traditionally, the author's affiliation (the university he or she attends or works for) appears below the author's name; however, many college instructors prefer students to put the course and section number in this place (since we all know which institution we are at). The running title appears in the top right corner of every page, including the title page, right before the page number. The title, the author's name, and the author's affiliation (or course and section number) appear in the center of the title page. Here is a sample title page:



Formatting the discussion, or body, of the paper, is also quite straightforward. APA final manuscripts are generally double-spaced (unless your instructor requests otherwise). As mentioned above, the running head appears in the top right corner of each page, right before the page number. The full title also appears, but only on the first page of the discussion. For subsequent pages, the running head is the only "title" present.

New paragraphs should be indented (which is the default setting for the Tab key) and there should not be an extra blank line between paragraphs. The first page of the discussion, then, will look like this:

The Secret History of Secret Languages

Growing up, most of us had a 'secret language' that we spoke to our friends, marking us as a group of best pals. Some secret languages had a much more important function. When slave owners refused to allow their African American slaves to become literate, the slaves created Tut Language to help teach one another how to read (McIlwain, 1998). Slaves also communicated with one another through secret meanings in their music: "References to 'the promised land' or 'the flight of the Israelites from Egypt' sung in spirituals were codes for the north and the Underground Railroad" (Fromkin, Rodman, & Hyman, 2003, p. 488). Whatever their purpose, secret languages have always served as an important tool of communication in society.

Pig Latin may be the top child language in the United States, and several different varieties of it exist across the country. One form cuts the front consonants off the word and deposits them at the end followed by [ay]. This turns 'don't tell mom' into 'out-day ell-tay om-may'. Another form of Pig Latin thrusts the final letters to the front with an added vowel, changing 'toss Matt that book' into 'seto tema tetha keboo' (Crystal, 1987).

The last thing required is the references page. This page, like the others, has the running head and page number in the upper-right hand corner. Sources should be alphabetized by the author's last name (or, for sources without authors, by the first letter in the title) and the second line of each source should be indented a half inch (the first line is not indented):

References

- Bandrapalli, S. (1997, January 7). Secret signals. *Christian Science Monitor* 89(29), 16.  
Retrieved December 10, 2003, from Academic Search Elite database
- Crystal, D. (1987). *The Cambridge encyclopedia of language*. Cambridge, UK: Cambridge University Press.
- Fromkin, V., Rodman, R., & Hyams, N. (2003). *An introduction to language* (7<sup>th</sup> ed.). Fort Worth: Harcourt Brace Jovanovich.
- McIlwain, G. (1988, May 10). Mothertongue. *San Jose Mercury News*. Retrieved December 8, 2003, from <http://www.tutlanzuasa.com/pases/simerc.html>
- Millward, C. (1988). *A biography of the English language*. Fort Worth: Harcourt Brace Jovanovich.
- Pyles, T., & Algeo, J. (1993). *The origins and developments of the English language* (4<sup>th</sup> ed.). Fort Worth: Harcourt Brace Jovanovich.

Here are a few additional formatting standards to keep in mind:

- Use standard margins: 1" on all sides.
- Use standard 12-point font size.
- Use standard double-spacing: average of 22 lines per page, and between 20 and 24 lines per page.
- Use left-aligned text. Do not right-justify.
- There should be no subtitles or spaces between paragraphs within the paper.

When citing a quote of more than four lines, you should indent the entire quoted passage 10 spaces from the left margin. It is not necessary to indent these block quotes from the right margin. Continue with the usual double-spacing, and give the usual acknowledgements at the end of the quote. Block quotes do not require quotation marks.