

Senior APA Research Paper Guidelines

Table of Contents:

Timeline for Submission	2
Part 1 Requirements	3-5
Part 2 Requirements	5-6
Formatting Information	7-8
Academic Source Checklist	9
Sample Source	10-12
Sample Cover Page	13
Outline Format	14
Sample Outline	15

APA Research Paper

Steps for your Paper

1. Research** (5 points)
2. APA Review
3. Notecards** (5 points)
4. Outline** (5 points)
5. Header, format in class
6. In-Class Drafting of research paper** (15 points)
7. Teacher Conference (for content)** (15 points)
8. In-Class Drafting of the response to your research**(15 points)
9. APA Revision/check
10. Peer revision (for content, grammar, etc.)** (10 points: 5 for giving one, 5 for receiving one)
11. Publish: Final Draft** (100 points)

**Denotes a grade

Schedule

November 12-14: Research—Due for grade on November 14 by beginning of period (***must be hard copies***)

November 14: APA review (format of Works Cited and in-text citations), Notecards (due for grade on November 18), Outline (due for grade on November 18)

November 18-20: Draft (must be shared with mapl.kmcnaull@gmail.com by start of class on November 21)

November 21, 22, 25: Teacher Conference/revision

November 25-27: Draft, Peer revision (both given and received, this should be completed after you have finished your entire paper, will be submitted with your final draft)

December 3: Paper Due by beginning of class

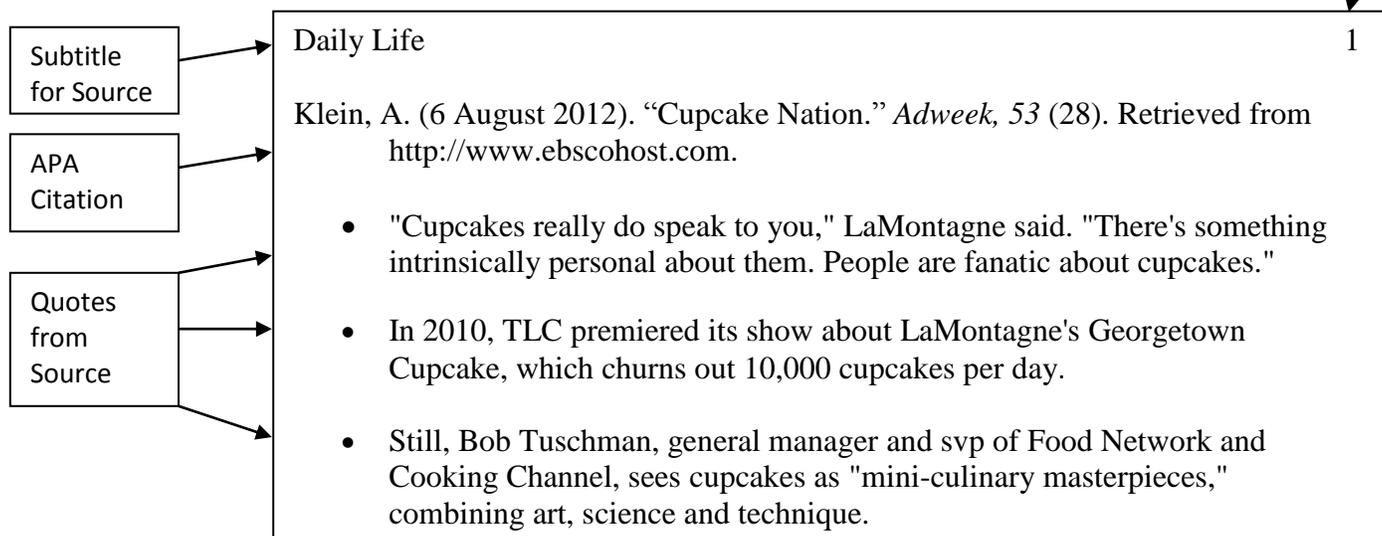
Paper Requirements:

Part 1: Research Paper (6-7 pages)

1. Choose your topic (this will be very easy since you are researching your career choice, so see me by the end of the period on November 12 so I can record your career choice)
2. Research your topic. Research requirements: (5 points)
 - a. You must have 6-8 academic sources (5-7 print, 1 interview)
 - i. Must have at least 1 source that relates to each of the following categories (See the outline section below for further information):
 1. Required schooling beyond high school
 2. Starting salary
 3. Skills required
 4. Day-to-Day routine
 5. Prerequisite requirements for employment
 - ii. **NOTE: One of your sources MUST be an interview conducted with a professional in your chosen career field! You can either interview your mentor, or another professional.**
 - b. You may NOT use Wikipedia, ask.com, or any other website that can be edited/added to by the general public
 - c. Use mostly .org, .edu, and .gov sites. You may use 1 credible .com sites, but it must be an academic/scholarly site.
 - d. **You must print out a hard copy of your sources and have them ready to be checked by Miss McNaull by the beginning of the class period on November 14. If you will be absent, you must turn in your research early!**

Example: See pages 10-12

3. Make your notecards. Information that will be included on your notecards: (5 points)
 - a. Full APA citation of your source
 - b. Subtitle (or nickname) for your source
 - i. *You should do this because it will make it easier for you to reference and find the source that you want as you're writing your outline/paper*
 - c. Quotes from the source that you like/are potentially interested in using in your paper
 - i. *If you make them on physical notecards, you can print out the source, cut out quotes, and paste them on the card*
 - ii. *If you make them on the computer, you can copy-and-paste quotes onto Word/Google documents*
 - d. These can either be handwritten on notecards or printed in the format below. If printed, each source needs to be separated (either written on different pages, or separated with lines/boxes)
 - i. NOTE: If I cannot look at your notecards and easily tell where one ends and the next begins, you will be docked points.
 - e. **Due for a grade on November 18 at the beginning of class!!**

Example:

4. Make your outline (5 points)
 - a. Needs to outline your paper from introduction to conclusion
 - b. Introduction should include basic information of what you plan to cover in your paper (tell me what you plan to tell me)
 - i. Remember to include your thesis as the **last sentence in this paragraph**
 - c. Body paragraphs should include a breakdown of your topics
 - i. Topics should include all of the following:
 1. Required schooling beyond high school
 - a. *Is a degree required? If so, what kind?*
 2. Starting salary and progress of salary increases
 - a. *Is this profession on a salary scale with yearly raises? Is it based on raises? Typically, how high are raises?*
 3. Skills required
 - a. *What are required, non-negotiable skills for this job?*
 4. Day-to-day routine
 - a. *What would your day look like if you entered into this field?*
 5. Prerequisite requirements for employment
 - a. *What do you have to do—if anything—before attaining this position? (Ex: In order to be the principal of a school, you have to have taught for at least 'X' years.)*
 - d. Conclusion should sum up what you've told me and provide closure to your paper
 - e. See pages 9-10 for formatting info and a sample outline.
 - f. **Due for a grade on November 18 at the beginning of class!!**

5. Draft your paper (15 points)
 - a. *You will be graded based on how Miss McNaull sees you working in class*
 - b. Must include in-text citations, Works Cited page, follow proper APA format in your draft
 - c. **A copy of your draft must be submitted to Miss McNaull (mapl.kmcnaull@gmail.com) by the start of class on November 21!**

6. Teacher Conference (15 points)
 - a. Must meet with Miss McNaull to go over what you have written
 - b. Feedback for content improvement will be given to you
 - c. This is a chance to ask any questions about APA format, content, etc.
 - d. **Note: I am not your editor and will not be specifically commenting on grammar/mechanics unless you have a specific question for me**
 - e. I will conduct these on November 21, 22, and 25.

Part 2: Response to Research (2-3 pages)

1. Draft your response to the research you've conducted (15 points)
 - a. *You will be graded based on how Miss McNaull sees you working in class*
 - b. You should respond to the research that you've completed
 - i. *Is this career more or less appealing to you? After completing your research? Why?*
 - ii. *After learning more about the requirements for this career, are you still interested in pursuing this career?*
 - iii. *What appeals to you in regards to this career choice?*

2. Peer Reviews (10 points: 5 for giving a peer review, 5 for receiving a peer review)
 - a. **You must both give and receive a meaningful peer review in order to receive 10 points**
 - b. You must give *meaningful* feedback on your peer review
 - i. "Nice work" or "Good job" will **NOT** be accepted as a legitimate peer review and will earn you 0 points
 - c. Peer reviews ***must be printed out*** and submitted with your final draft with visible comments written on the draft
 - d. Your peer review must be completed on the final draft of your paper (***both Parts 1 AND 2 must be completely finished***)

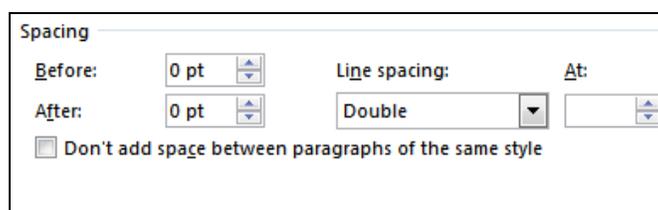
Example: "In paragraph 2, you made mention of a particular study, but never expanded on what was included in this study. I was confused about that and would have liked more information."

"This is a fragmented sentence (not a complete idea). Here's how I would fix it..."

3. Final Draft (*100 points*)
 - a. You must include the following items (*in the following order*) with your final draft:
 - i. Final Draft (Including your cover page, final paper, and Works Cited page)
 - ii. Outline
 - iii. Peer Review
 - iv. Research articles: You should staple each notecard to the front, left-hand corner of its respective article

Formatting Information:

- 12-point Times New Roman or Calibri font
- 1-inch margins
- 5-7 pages
- Double-spaced with ***no*** extra space between paragraphs (spacing should be set to “double,” and spacing both before and after paragraphs—look the left of the spacing bar to see these boxes—should be set to 0, ***NOT*** “Auto.”) Your paragraph alignment should look like this:



- Proper APA format (see <http://owl.english.purdue.edu/owl/resource/560/01/> if you have further questions about any of this formatting). See below for formatting in specific areas of your paper.

1. Cover Page:

- In the Header of your paper, you should put the following:
 - Flush left (on the left side of your header) should be: “Running head: TITLE OF YOUR PAPER”
 - For example, if I entitled my paper, “Sweet Days of a Cupcake Baker,” my running head would be:
 - “Running head: SWEET DAYS”
 - NOTE: Sometimes your title will be too long (as mine would be if I included all words in the title). If this is the case, use the first few words of your title in the running head.***
 - Flush right in your header should be the page number
 - Both of these will appear on every page of your paper
- Exit the Header and press enter 9 times, then type your title. (12-point, TNR or Calibri font, no quotes necessary around title)
- Press enter once and type your name
- Press enter once and type my name, “Kelly McNaull”
 - Note: Do NOT include any titles, such as “Miss” or “Ms.”
- Press enter once and type “Mapleton High School”
- See page 8 for a sample Cover Page.

2. Outline:

- a. Use basic alpha-numeric formatting for your outline.
- b. See pages 9-10 for formatting info and a sample outline.

3. In-Text Citations and Regulations:

- a. You should always incorporate your in-text citation into the sentence you're writing. Type your sentence first (including the direct quotation with end parentheses but NO period, if applicable). Press the space bar once. Insert your citation, and then the period to the end of the sentence. See below:
 - i. Ex: The lives of cupcake bakers can be incredibly busy, some businesses, like Georgetown Cupcakes, selling "10,000 cupcakes per day" (Klein, 2012).
- b. You should NEVER use contractions (it's, they're, etc.) in an academic paper. You need to spell them out (it is, they are, etc.). **These will be considered errors in your final draft and count toward the language/mechanics section.**
- c. You need to write in third person (they, he, she, etc.). **Writing in first or second person will result in a 5 point deduction.**
- d. Once you have referred to an author by his/her full name one time, refer to him/her by only his/her last name every time after that.
 - i. First time: "John Smith says..." Second time: "Smith refers to..."
 - ii. EXCEPTION: If you have two authors with the same last name, refer to them by their first initial and last name. Example:
 1. "John Smith" and "Carrie Smith" would be "J. Smith" and "C. Smith"

4. Works Cited Page:

- a. Title should be centered, at the top of your page (NOT in the header, but the first actual line of the paper) should read, "Works Cited"
- b. Basic APA format for online article (with proper text formatting):
 - i. Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, volume number (issue number, if available). Retrieved from <http://www.someaddress.com/full/url/>.
 - ii. **Note: Remove the hyperlink from all web addresses so they are not blue or underlined (Right click on the link and select "Remove hyperlink.")
- c. Should be alphabetized by author's last name
- d. Special indentation must be set to: "Hanging." To set it properly, follow these directions:
 - i. Highlight the text you want to set to "Hanging" indentation.
 - ii. Open the paragraph alignment (on Home tab of Microsoft Word, right next to the Font section)
 - iii. Identify the section titled "Indentation"
 - iv. Under that title, you will see "Left" and "Right." Look to the right of those headers and you will see "Special." Click the down arrow and select "Hanging."

Checklist for Academic Sources:

Perhaps you have found a source that you think could be an awesome source for your research paper. Now you have to determine if it would *really* be good, or if you should keep looking. Go through the following steps to determine if each of your sources are “keepers.”

1. Read the WHOLE article (from start to finish, no cutting corners.)
 - a. **This is the ONLY way to figure out if this article will apply to your topic.**
2. Categorize the article
 - a. *For what part of your paper does this article provide insight?*
3. Determine the usefulness of the article
 - a. *What information are you going to use from this article?*
4. If it still remains relevant after going through the previous steps, print the article
5. Highlight and annotate
 - a. *Go through the article and highlight/underline quotes that you find particularly useful*
 - b. *Make notes regarding how these particular parts relate to your topic*
 - i. Why do this? Because once you have read through each of your articles, you'll forget what quotes in which articles you want to use.
 - ii. This will help you organize your thoughts when you go to write your notecards and begin writing your paper

Sample Source:**Record: 1****Title:** Cupcake Nation.**Authors:** Klein, Amy**Source:** Adweek. 8/6/2012, Vol. 53 Issue 28, p17-17. 1p. 1 Color Photograph.**Document Type:** Article**Subject Terms:**

*PASTRY industry

*MARKETING

*SMALL business

*BAKERIES

CUPCAKES

PASTRY

REALITY television programs

TELEVISION cooking shows

NAICS/Industry Codes:

311814 Commercial bakeries and frozen bakery product manufacturing

413190 Other specialty-line food merchant wholesalers

311824 Dry Pasta, Dough, and Flour Mixes Manufacturing from Purchased Flour

311813 Frozen Cakes, Pies, and Other Pastries Manufacturing

311812 Commercial Bakeries

722512 Limited-service eating places

311811 Retail Bakeries

722515 Snack and Nonalcoholic Beverage Bars

Abstract:

The article examines the impact of cupcakes on the food industry and television cooking shows. The bakery Georgetown Cupcake, which is the subject of a reality television program on the cable television network TLC is among the examples cited of a small business which has enjoyed explosive growth due to the popularity of cupcakes with U.S. consumers. The high ratings of the cable television program "Cupcake Wars" broadcast by the Food Network cable television network are noted.

Full Text Word Count: 735**ISSN:** 1549-9553**Accession Number:** 78418453**Persistent link to this record (Permalink):**<http://search.ebscohost.com/login.aspx?direct=true&db=buh&AN=78418453&site=ehost-live>**Cut and Paste:**

Cupcake Nation.

Database:

Business Source Premier

Section:

Trending Topics

Cupcake Nation

Far from going the way of Sex and the City, the sweet treat is bigger than ever, spawning TV shows, books, retail chains and now the cake pop.

It's a steaming 99 degrees, and a crew from TLC is following Georgetown Cupcake founder Sophie Kallinis LaMontagne for a TV special. But the real stars of this show are made of red velvet, salted caramel and coconut.

"Cupcakes really do speak to you," LaMontagne said. "There's something intrinsically personal about them. People are fanatic about cupcakes."

The unassuming little frosted treat that used to be the domain of children's birthday parties exploded into the popular culture a decade ago thanks to Sex and the City. Since then, the U.S. has spawned more than 400 cupcake retailers, per the blog Cupcakes Take The Cake, which itself boasts 28,000 Twitter followers and 400,000 monthly pageviews.

Crumbs Bake Shop, founded in 2003 on New York's Upper West Side by husband-and-wife team Jason and Mia Bauer, now has 51 stores in markets including Chicago, Boston and Washington, D.C. Plans call for 200 stores over the next two years. The chain, which went public last year, posted \$11.3 million in sales in the first quarter of this year.

On the West Coast, Beverly Hills-based Sprinkles Cupcakes, founded by Candace Nelson in 2005 and inspired by her great-grandmother's recipes, now has 10 U.S. locations, with plans to open in 15 more markets like Tokyo and London.

In 2010, TLC premiered its show about LaMontagne's Georgetown Cupcake, which churns out 10,000 cupcakes per day. Food Network's Cupcake Wars launched the same year. Currently, nine dessert-themed shows dot the cable landscape.

That glut of new shows hasn't hurt the ratings for Cupcake Wars, which started off with 1.3 million total viewers and a .6 in the 25-54 demo in its first season, and pulled in 1.5 million viewers and a .7 in the demo for this summer's season 6. That's close to one of Food Network's biggest shows, Chopped, which reliably draws in excess of 1 million viewers.

Still, Bob Tuschman, general manager and svp of Food Network and Cooking Channel, sees cupcakes as "mini-culinary masterpieces," combining art, science and technique. "It's a great canvas to test the skills of pastry artists," he says. "It makes incredibly compelling viewing."

But pretenders are elbowing in. One is the macaron, the French butter cream-filled almond meringue sandwich spelled with one "o" to differentiate it from the better known coconut cookies of the same name.

The only trend that's truly taken off is the cake pop, which looks much like a golf ball-sized mini cupcake on a stick.

It all started in the winter of 2008, soon after Georgia's Angie Dudley founded the baking blog Bakerella and wrote about impaling balls of pink-coated chocolate cakes.

To get it onto cupcake blogs, she crafted a cake pop in the shape of a cupcake, replete with frosting and sprinkles. A month later, Dudley found herself on Martha Stewart's TV show, demonstrating how to make cake pops.

Her book, *Cake Pops: Tips, Tricks, and Recipes for More Than 40 Irresistible Mini Treats*, has sold more than 1 million copies and has been translated into 11 languages, while the Bakerella *Cake Pops Kit*, which includes recipes and materials for making and serving the treats, has sold more than 100,000.

Next up: another book, *Cake Pops Holidays*, plus a no-bake cake pop-making kit for kids to be sold in Toys R Us.

Bakerella isn't alone. Robin Ankeny, who grew up eating her mother's "cake balls" in South East Texas, opened The Cake Ball Company in Dallas in 2007 with partner Charlotte Lyon. They've gone from selling 7,000 treats in 2007 to more than 200,000 in 2011. A book is on the way.

Telebrands jumped on the trend last winter when it began selling Bake Pop tins. Thus far, it has sold two million units at \$19.99 a pop in retailers including Target and Bed Bath & Beyond.

Yet the place where many consumers will encounter cake pops may be Starbucks, which introduced its version last year.

Still, don't expect cake pops or any of the upstarts to take the place of the cupcake. Even Dudley doesn't expect that to happen.

"It's just another choice for people," she said. "I still eat cupcakes."

PHOTO (COLOR): The sweet smell success

~~~~~

By Amy Klein

---

Copyright of Adweek is the property of Prometheus Global Media, LLC and its content may not be copied or emailed to multiple sites or posted to a listserv without the copyright holder's express written permission. However, users may print, download, or email articles for individual use.

**Sample Cover Page**

Sweet Days of a Cupcake Baker (*Title of your Paper*)

John Smith (*Your Name*)

Mapleton High School (*School Name*)

English 12 (*Course Name*)

Kelly McNaull (*Professor's Name*)

## **Outline Format:**

***This is the format that I want you to use for your paper. If you use this format and simply fill in your***

- I. Introduction: *Be sure to introduce to your reader your topic and specific requirements that guided your research.*
  - A. Basic Piece of Information included in introduction
    - 1) Supporting detail(s) (Can be quote, summary of one of your sources, etc.)
      - a)Subtopic here
  - B. Basic Info. Included in Intro.
    - 1) Supporting detail(s)
      - a)Subtopic here
  - C. Thesis Statement
  
- II. First Main Point of my Paper: *Really dive in and explore this main point. Remember, you're not arguing in this paper, but you **are** providing evidence and exploring the topic.*
  - A. Basic Info. Included
    - 1) Supporting detail(s)
      - a)Subtopic here
  - B. Basic Info.
    - 1) Supporting detail(s)
      - a)Subtopic here
  
- III. Second Main Point: *Really dive in and explore this main point. Remember, you're not arguing in this paper, but you **are** providing evidence and exploring the topic.*
  - A. Basic Info. Included
    - 1) Supporting detail(s)
      - a)Subtopic here
  - B. Basic Info.
    - 1) Supporting detail(s)
      - a)Subtopic here
  
- IV. Third Main Point: *Really dive in and explore this main point. Remember, you're not arguing in this paper, but you **are** providing evidence and exploring the topic.*
  - A. Basic Info. Included
    - 1) Supporting detail(s)
      - a)Subtopic here
  - B. Basic Info. Included
    - 1) Supporting detail(s)
      - a)Subtopic here
  
- V. Conclusion: *Be sure to wrap up your paper nicely here. Do NOT leave your reader hanging, or "drop him/her off" at the end of the paper. Come to a nice conclusion where you've summarized your paper and your main ideas.*
  - A. Basic Info. Included
    - a. Supporting detail(s)
      - a)Subtopic here

## **Sample Outline:**

### THE COLLEGE APPLICATION PROCESS

#### I. CHOOSE DESIRED COLLEGES

- A. Visit and evaluate college campuses
- B. Visit and evaluate college websites
  - 1. Look for interesting classes
  - 2. Note important statistics

#### II. PREPARE APPLICATION

- A. Write personal statement
  - 1. Choose interesting topic
    - a. Describe an influential person in your life
      - (1) Favorite high school teacher
      - (2) Grandparent
    - b. Describe a challenging life event
  - 2. Include important personal details
    - a. Volunteer work
    - b. Participation in varsity sports
- B. Revise personal statement

#### III. COMPILE RÉSUMÉ

- A. List relevant coursework
- B. List work experience
- C. List volunteer experience
  - 1. Tutor at foreign language summer camp
  - 2. Counselor for suicide prevention hotline

**\*\*NOTE: Outline obtained from the Purdue Owl website.**