Style sheet: Format for a research report

See Appendix A in the textbook for a sample manuscript and more information about formatting. Follow the special guidelines here if/when they conflict with information in the book.

• All parts of the paper should be double-spaced.

• Cite other articles in your paper using the author's last name, followed by the year in which the work was published.
  Examples:
  Similar results were reported by Smith (1986).
  Several other studies have also been conducted (Jones, 1922; Smith, 1986).

• For papers with two authors, always use both last names when citing: Smith and Jones (1980). For papers with more than two authors, list all authors' names the first time you cite the paper. In subsequent citations refer to the article as Smith et al. (1980). When the names are in parentheses use “&” instead of “and.” For example: “It has long been known that memory declines with age (Smith & Jones, 1899).” Don’t use “&” outside of parentheses.

• Each page (including the title page) should have a short title (or “running head”) and page number at the top. The page number should be in the right corner. The running head can be above the page number, or in the left corner.

• Page 2 should have the word "Abstract" centered at the top of the page, followed by a brief summary of the paper (if an abstract is required for the assignment).

• Page 3 should have the title of the paper centered at the top of the page, followed by the introduction (no heading for the introduction).

• Major section headings such as Method, Results, and Discussion should be centered on the page. Do not start a new page when these sections begin. Sub-headings such as Participants, Apparatus, Procedure should be aligned with the left margin.

• References begin on a new page, after the end of the discussion. The word References should be centered at the top of the page.

• Footnotes follow the references on a separate page under the heading Footnotes. Do not use footnotes to cite other works--only use them to add supplementary information relevant to the text. You should probably have few, if any, footnotes in your papers.

• Tables and figures should be included in the text immediately after the paragraph in which they are first mentioned (or at the top of the next page if there is not enough space). Each table and figure should be discussed in the text—not merely inserted into the paper.

• Number each figure consecutively. Include the figure caption immediately below the figure. When you refer to a specified figure capitalize the word “Figure” (e.g., “...as shown in Figure 1...”); if you don’t include the figure number then don’t capitalize “figure” (e.g., “...as shown in the figure...”)


Each table should be numbered and have a title which should be typed above the table. Refer to tables in the same manner as figures described above.

Statistics:

For t tests: \( t(11) = 1.50, p = .163 \)
For ANOVA: \( F(1, 11) = 3.30, p = .097 \)
Report the exact p-value unless it is less than .001: \( F(1, 11) = 31.85, p < .001 \).
In an ANOVA, the p value can be omitted if the F is less than 1: \( F(1, 11) < 1 \).
“F”, “\( t \)”, and “\( p \)” should be italicized.

Avoid the use of first person (e.g., “I”, “we”). Avoid the use of second person too!

The experiment was conducted in the past, so use past tense when referring to it.

Use ms (milliseconds) when reporting reaction times (unless they are very long—like tens of seconds).

Use the metric system for units of weight, volume and length.

Abbreviations should be used for certain common terms including units of time and distance: min, s, ms, cm, m, km. Abbreviations other than the preceding examples (and a few other special cases) should be spelled out before the first use: “The mean reaction times (RTs) were...”