

APA Paper Formatting

I. General Document Guidelines

- A. **Margins:** One inch on all sides (top, bottom, left, right)
- B. **Font Size and Type:** 12-pt. font, Times New Roman
- C. **Spacing:** Double-space throughout the paper, including the title page, abstract, body of the document, references, appendixes, footnotes, tables, and figure captions.
- D. **Alignment:** Flush left (creating uneven right margin)
- E. **Paragraph Indentation:** 5-7 spaces, which is usually one inch.
- F. **Pagination:** The page number appears one inch from the right edge of the paper on the first line of every page, beginning with the title page.
- G. **Running Head:** The first two or three words of the paper title appear five spaces to the left of the page number on every page, beginning with the title page. The running head can be inserted into a header, which then automatically appears on all pages.*
- H. **Active voice:** As a general rule, use the active voice rather than the passive voice. For example, use “We predicted that ...” rather than “It was predicted that ...”
- I. **Order of Pages:** Title Page, Abstract (if applicable), Body, References, Appendixes, Tables, Figures

II. Title Page (see example on the next page)

- A. **Pagination:** The Title Page is page 1.
- B. **Paper Title:** Uppercase and lowercase letters, centered on the page.
- C. **Author(s):** Uppercase and lowercase letters, centered on the line following the title.
- D. **Class title:** If applicable, the line under the author is where the class name is listed.
- E. **Date:** If applicable, the line under the class title is where the date is listed.
- F. **Institutional affiliation:** Uppercase and lowercase letters, centered on the line following the author(s). This is often not required in the bachelor program.
- G. **Running head:** The running head is typed flush left (all uppercase) following the words “Running head:” on the line below the manuscript page header. It should not exceed 50 characters, including punctuation and spacing. The running head is a short title that appears at the top of pages of published articles. The running head on the cover page is the only place the title is in all caps. Otherwise, just the first letters of each word is capitalized (except small words like a). Not all instructors require a running head on the title page.

From: http://www.vanguard.edu/faculty/ddegelman/detail.aspx?doc_id=796#title

Charlotte’s tip for adding a header with pagination: In Word, select view/header and footer, then type in title. On the header and footer toolbar, select the drop-down menu for insert autotext. Select page. Type your title to the left of the page number. Highlight the entire line and change the alignment to flush right. Hit close. Page numbers will automatically be included.

Send corrections or suggestions to Charlotte at clewis@csp.edu. Thank you!