

APA General Format

APA Style and Formatting Guide for Academic Papers

Most professors expect that the layout or format for your written assignments will be clear, concise, and consistent. We recommend that you consult your course syllabus or professor for the format preferred or required in your course. If no format guidelines are specified or available, the following information provides one basic document format, abridged from the *Publication Manual of the American Psychological Association*, 6th ed. (2009), published by the American Psychological Association.

- **Title Page:** APA style requires a title page. The title, author, and institution are centered in the upper half of the page.
- **Margins:** All margins – top, bottom, left, and right – are set to 1” throughout the paper.

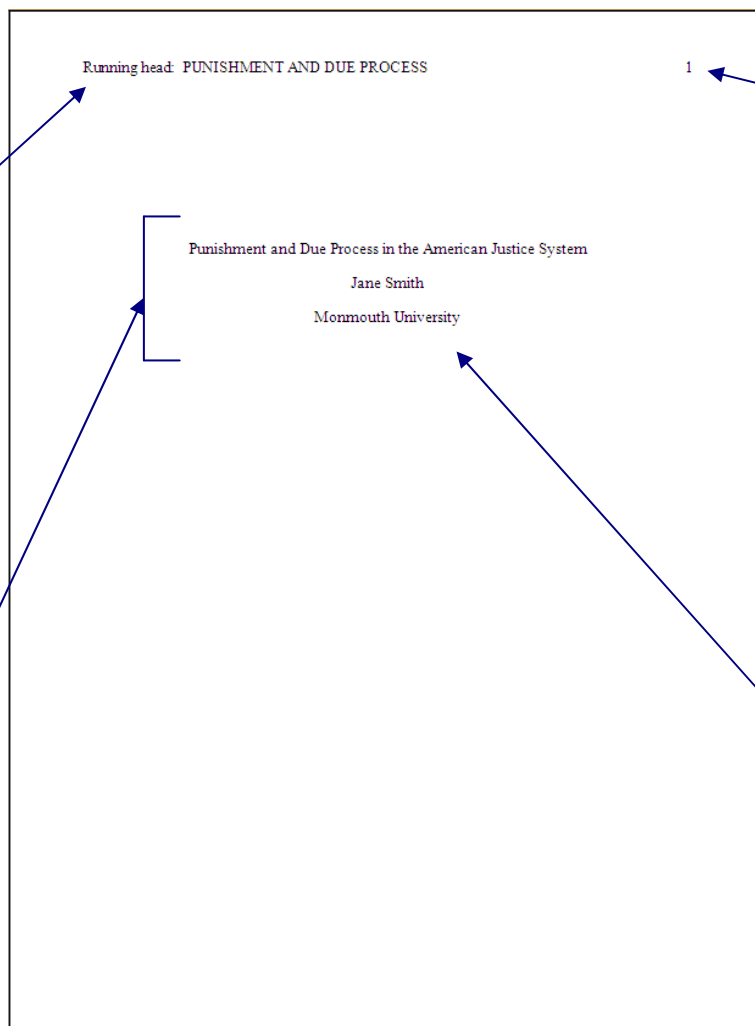
Header:

Running head

An abbreviated title, known as the running head, is placed flush left in the header on each page of the document. However, the words “Running head:” only appear on the cover page. The shortened form of the title stands alone in the header on subsequent pages.

Spacing

The paper is double spaced throughout, including the title page, all quotations, notes, and the references page.



Header: Page Number

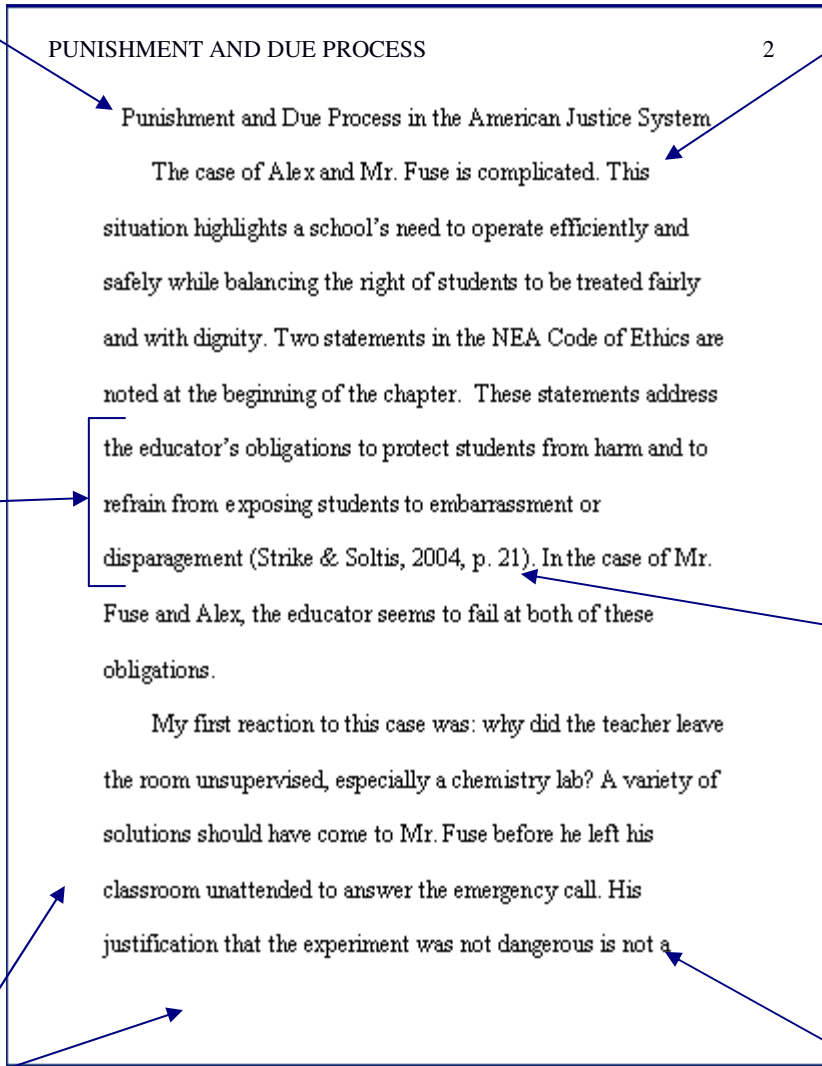
All pages in the paper, including the title page, are numbered consecutively in the upper right-hand corner of the header, 0.5” from the top and flush with the right margin.

Font

Acceptable fonts are Times New Roman, 12 pt. or Courier New, 12 pt.

- **Main Body Text:** APA style requires an abstract, though your professor may not. If an abstract is required, it is put on page two of the paper, with the main body starting on page three. An abstract is a brief summary of your paper.

Title
The title appears again at the top of the first page of body text.



Punctuation/ Spacing
APA requires two spaces after all punctuation, including periods, question marks, and exclamation points.

Spacing
The paper is double spaced throughout, including the title page, all quotes, notes, and references pages.

Parenthetical Citations
APA-style citations should have all of the authors, publication date, and page number.

Margins
All margins – top, bottom, left, and right – are set to 1" throughout the paper.

Font
Acceptable fonts are either 12 pt. Times New Roman or 12 pt. Courier New.