



APA GENERAL FORMAT

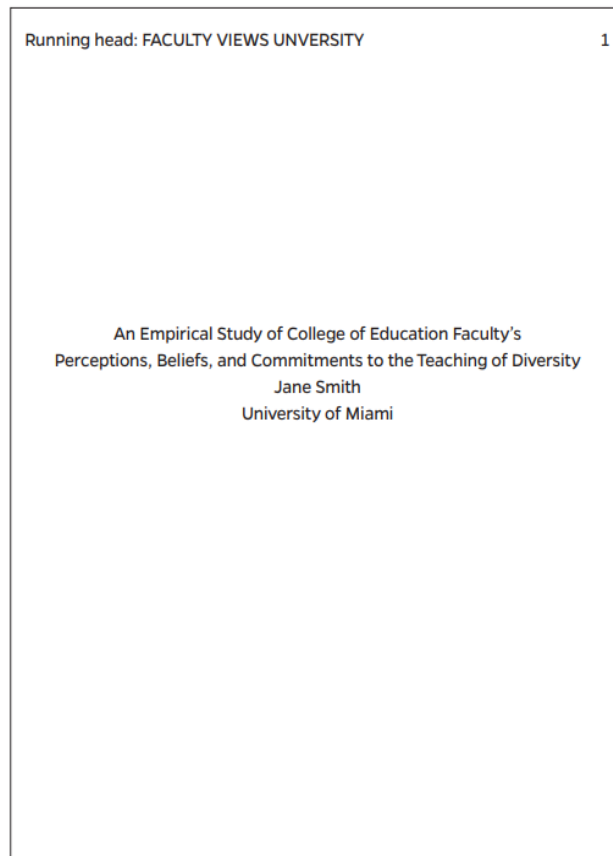
Professors expect that the layout or format of your written assignments will be clear, concise, and consistent. We recommend consulting your course syllabus or professor for specifics regarding format. If no format guidelines are specified, follow the below information, abridged from the *Publication Manual of the American Psychological Association, 6th ed. (2009)*, published by the American Psychological Association.

Title page

The title, author, and institution are centered in the upper half of the page.

Running Head

An abbreviated title is placed flush left on every page of the document. However, the “running head” are placed only on the first page.



Margins

All margins (bottom, top, left, right) are set to 1” throughout the paper.

Page Numbers

All pages in the paper, including the title page.

Fonts

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

Spacing

The paper is double-spaced throughout, including the title page and reference page.



Main Body Text

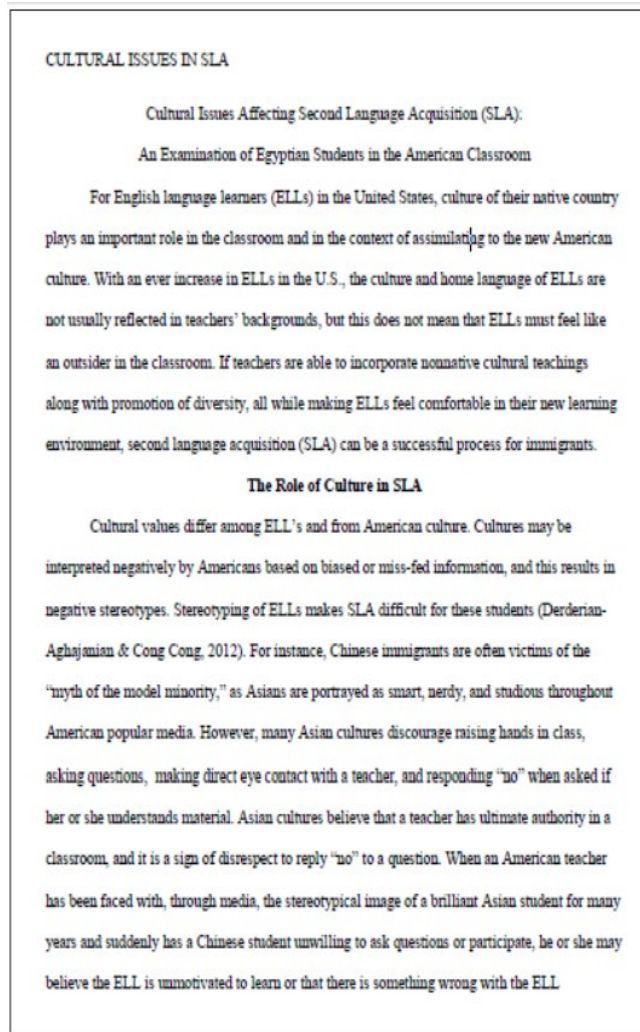
An abstract is required for APA style, though your professor may not require one. If an abstract is required, it goes on page two of the paper, and the main body paragraphs start on page three. An abstract is a brief summary of your paper.

Header

The same abbreviated title as the first page, minus the words “Running head” is placed flush left at the top of every page between page two and the end of the document.

Paragraphs

Indent each paragraph .5.



Page Numbers

The full title is centered before the start of the first paragraph.

Fonts

Citations are given for every paraphrase and direct quote. Paraphrases include the author's name and year, and direct quotes include the author, year, and page number

Headings

Headings can be used for long papers or those that have many sections to aid in organization. First level headings are centered and bold.



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