APA General Format
Formatting your APA style academic paper

Presented by
The Student Success Center
APA style establishes guidelines for:

- Basic format
- Organization of content
- Writing style
- Giving credit to sources
Why APA?

• By using one academic writing style, readers can
  – Easily follow your ideas without being distracted by unfamiliar formats
  – Easily locate information

• By using one academic writing style, authors can
  – Establish their credibility and knowledge on a topic
  – Provide readers with a coherent paper
Guidelines: BASIC

- Times New Roman font
- Size 12
- Double spaced throughout entire paper
- Eliminate any extra space between paragraphs/sections
- 1 inch margins on all side
- Charts, graphs, pictures go in the appendix, not the main paragraphs
Guidelines: TITLE PAGE

Shortened version of title, all capital letters, less than 50 characters, page number on the right

Full title, your name, and university name centered and in the center of the page

*only add additional info (date, instructor name, course) if the instructor tells you to
Running head: TECHNOLOGY AND MEDIA

How Technology Influences the Media

Charlotte Johnson

Johns Hopkins University Carey Business School
Guidelines: ABSTRACT

Remove the words “running head” from header, continue page numbers in sequential order.

The abstract is a brief (120 words or less) summary of the main points in your paper. Write this at the end.

*you do not need to include an abstract unless your instructor tells you to*
Guidelines: FIRST PAGE

The first line is your full title, centered.

Next, indent each new paragraph and continue to double space the entire body text.
Guidelines: SUBSEQUENT PAGES

Continue on all other pages with the same header, page number, indented paragraphs, and double-spaced lines.

*Read the text for some helpful hints*
Guidelines: REFERENCE PAGE

Start the list of references on a new page and put “References” centered on the first line.

Use a reverse indent to list sources, in alphabetical order.

*To learn about formatting specific source types, you should attend the APA Citations workshop.
References


Additional Resources

• Make a tutoring appointment: http://carey.jhu.edu/ssc
• Email us: carey.tutoring@jhu.edu
• Utilize the APA manual in the SSC or the APA resources on the website