

# APA General Format

Formatting your APA style academic paper

Presented by

The Student Success Center

# Why APA?

*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



Running head: TECHNOLOGY AND MEDIA

1

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



How Technology Influences the Media

Charlotte Johnson

Johns Hopkins University Carey Business School

*\*only add additional info (date, instructor name, course) if the instructor tells you to*

# Guidelines: TITLE PAGE

Running head: TECHNOLOGY AND MEDIA

1

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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



TECHNOLOGY AND MEDIA

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Abstract

L2 acquisition has many principles that guide its practice. The most important principle is that “language is functional” for an ESL student. When ELLs learn a new language, they are also ultimately learning cultural values, beliefs, norms, and characteristics of the new society.

Therefore, educational programs should have respect for and understanding of diverse cultural backgrounds so that native students and ELLs also portray this respect toward each other. For ELL's, language is the largest barrier that affects academic success in content areas. However, by using the TESOL standards and L2 acquisition interdependently, language and content teachers can create approaches that alleviate this barrier.



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.



## How Technology Influences the Media

Start the first page with your full title centered on the first line. Do not bold or italicize the title. Indent the first paragraph, which should be your introduction. The first line of every new paragraph should also be indented as this paragraph demonstrates. Continue page numbers in the top right and the header on the top left. If you want to use headings to separate sections, check the APA manual for guidelines, as the format of headings depends on how many headings you choose to use. You generally use headings for a paper with many sections or a longer paper to help the reader follow your ideas. Paragraphs are typically between five and seven sentences but could be longer or shorter. Just make sure that all paragraphs are about the same length.

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



Start the first page with your full title centered on the first line. Indent the first paragraph, which should be your introduction. Do not bold or italicize the title. Continue page numbers in the top right and the header on the top left. If you want to use headings to separate sections, check the APA manual for guidelines, as the format of headings depends on how many headings you choose to use. You generally use headings for a paper with many sections or a longer paper to help the reader follow your ideas. Paragraphs are typically between five and seven sentences but could be longer or shorter. Just make sure that all paragraphs are about the same length.

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# Guidelines: SUBSEQUENT PAGES

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

TECHNOLOGY AND MEDIA

3

Start the first page with your full title centered on the first line. Do not bold or italicize the title. Indent the first paragraph, which should be your introduction. The first line of every new paragraph should also be indented as this paragraph demonstrates. Continue page numbers in the top right and the header on the top left. If you want to use headings to separate sections, check the APA manual for guidelines, as the format of headings depends on how many headings you choose to use. You generally use headings for a paper with many sections or a longer paper to help the reader follow your ideas. Paragraphs are typically between five and seven sentences but could be longer or shorter. Just make sure that all paragraphs are about the same length.

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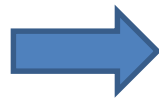
*\*Read the text for some helpful hints*

# 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.



TECHNOLOGY AND MEDIA 5

References

Jones, G. (2014). *A fire in the icy winter: An eyewitness account of fire and ice*. New York, NY: Penguin Books.

National Institute of Health. (2000). Managing diabetes. *Journal of Nutritional Medicine*, 15, 34-42.

Rothstein, G.F., Kolley, M., Janssen, B., & Goldberg, M.K. (2013). *Operational difficulties in managing firms*. London: University Press.

Smith, J.S. (2011). Factors affecting growth of information communication. *International Journal of Business*, 7(3), 1-33. doi: 10.6007/IJARBS/v3-i7-58.

Wang, J. & Wang, H. (2012). Place existing online business communication classes into the international context: Social presence from potential learners' perspectives. *Technical Writing and Communication*, 42(7), 431-451. Retrieved from <http://bluehawk.monmouth.edu:2067/ghost/pdfviewer/pdfviewer?sid>

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

# Guidelines: REFERENCE PAGE

TECHNOLOGY AND MEDIA

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## References

Jones, G. (2014). *A fire in the icy winter: An eyewitness account of fire and ice*. New York, NY: Penguin Books.

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# Additional Resources

- Make a tutoring appointment:  
<http://carey.jhu.edu/ssc>
- Email us: [carey.tutoring@jhu.edu](mailto:carey.tutoring@jhu.edu)
- Utilize the APA manual in the SSC or the APA resources on the website