General Information - APA

- your report should be double spaced
    - to do this go to paragraph settings, and select "double" under the line spacing drop down tab
- use font size 12 pt. and a legible standard font (e.g. Times New Roman)
- use 1 inch margins on all sides of document (find margins under the "layout" tab)
- APA papers must have a title page (unless otherwise specified by your teacher)
    - include your paper's title on the first line, your name (first and last) on the second, course name/number on the third, institution (Handsworth) on the fourth, and the due date of the paper on the fifth.
    - all should be centered and they should reside about half way down your page.
- create a running header for your paper (to do this double click at the top of your page or click *insert* and *header*)
    - page title should appear in all capital letters on the top left of each page
    - page numbers should appear on the top right
- make sure you are doing both in-text (parenthetical) citations as well as full citations on your References page to credit your work
- indent the first line of all paragraphs in your essay using the tab key
- your report will include a Reference page(s) at the end to credit your sources