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APA Paper Formatting

APA Paper Formatting & Style Guidelines
Your teacher may want you to format your paper using APA guidelines. If you were told to create your citations in APA format, your paper should be formatted using the APA guidelines as well.
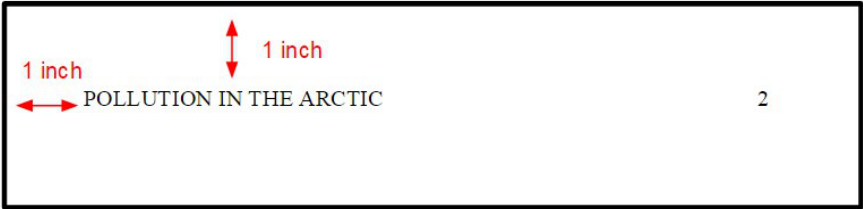
General guidelines:

1. Use white 8 ½ x 11" paper.
2. Make 1 inch margins on the top, bottom, and sides
3. The first word in every paragraph should be indented one half inch.
4. APA recommends using Times New Roman font, size 12.
5. Double space the entire research paper
6. Include a page header known as the *"running head"* at the top of every page. (To make this process easier, set your word processor to automatically add these components onto each page)

    1. To create the running head/page header, insert page numbers justified to the right-hand side of the paper (do not put p. or pg. in front of page numbers)
    2. Then type "TITLE OF YOUR PAPER" justified to the left using all capital letters
    3. If your title is long, this running head title should be a shortened version of the title of your entire paper

Popular Citation Guides

MLA In Text Citation & Parenthetical Guide
How to Cite a Website in APA Format
How to Cite a Website in MLA Format
Footnotes in Chicago Citation Format
How to Cite a Book in APA
How to Cite a Journal Article in APA
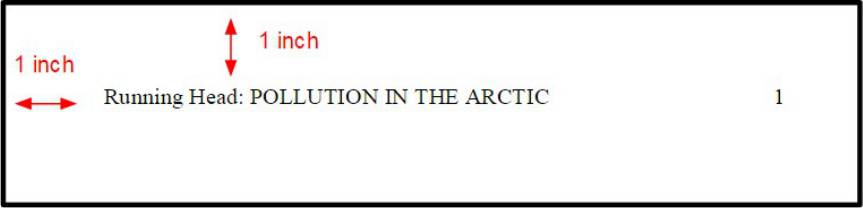
Sample running head/page header

APA Paper Components

Your essay should include these four major sections:

1. Title Page
2. Abstract
3. Main Body
4. References

Title Page

This page should contain four pieces: the title of the paper, running head, the author's name, institutional affiliation, and an author's note. Create the page header/running head as described above.

*Please note that *only* on the title page, your page header/running head should include the words "Running Head" before your title in all capitals. The rest of the pages should not include this in the page header. It should look like this on the title page:

- The title of the paper should capture the main idea of the essay but should not contain abbreviations or words that serve no purpose
- It should be centered on the page and typed in 12-point Times New Roman font. Do not underline, bold, or italicize the title.

1. Your title may take up one or two lines, but should not be more than 12 words in length.
2. All text on the title page should be double-spaced in the same way as the rest of your essay
3. Do not include any titles on the author's name such as Dr. or Ms.
4. The institutional affiliation is the location where the author conducted the research

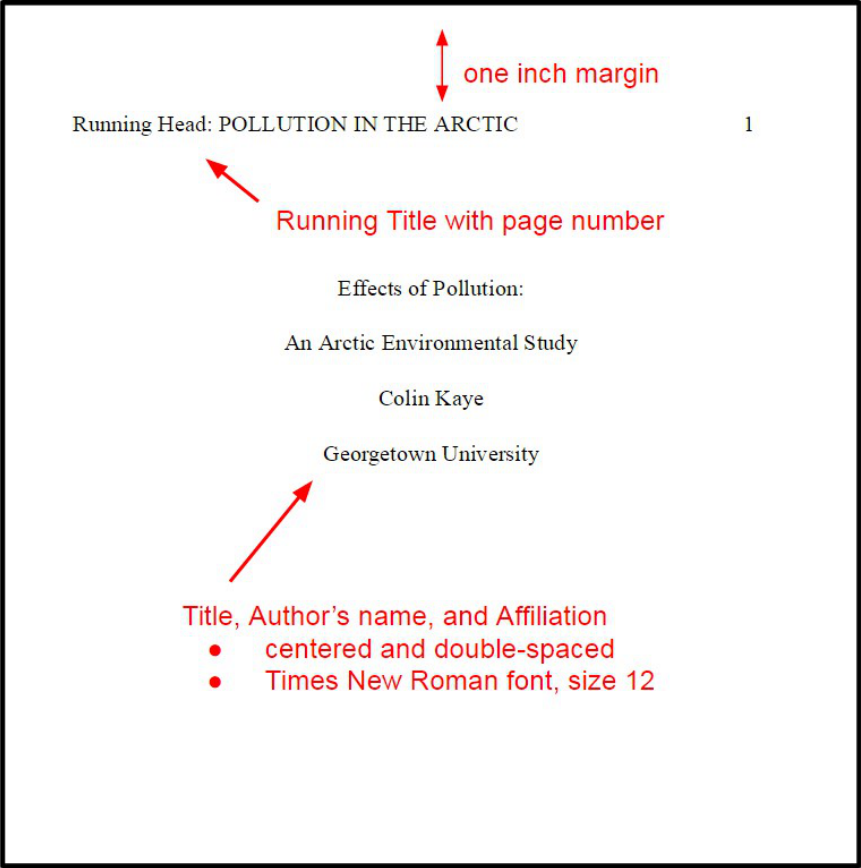Sample Title page:

Recent Blog Posts

A Color Coded Guide to the Eight Buffalo Sentence

Feature Highlight: EasyBib Chrome Extension

Video Lesson: Facts, Opinions & Reasoned Judgments

Teaching Writing: When to Quote, Paraphrase, or Summarize

How to Cite the Declaration of Independence and the Constitution

Running Head: POLLUTION IN THE ARCTIC   1

one inch margin

Running Title with page number

Effects of Pollution:

An Arctic Environmental Study

Colin Kaye

Georgetown University

Title, Author's name, and Affiliation
- centered and double-spaced
- Times New Roman font, size 12

Abstract

On the following page, begin with the Running title.

1. On the first line of the page, center the word "Abstract" (but do not include quotation marks).
2. On the following line, write a summary of the key points of your research. Your abstract summary is a way to introduce readers to your research topic, the questions that will be answered, the process you took, and any findings or conclusions you drew.
3. This summary should *not* be indented, but should be double-spaced and less than 250 words.
4. If applicable, help researchers find your work in databases by listing keywords from your paper after your summary. To do this, indent and type *Keywords*: in italics. Then list your keywords that stand out in your research.

Sample Abstract page:

Running Title with page number (do not include the words "Running Head" after the Title Page)

double-spaced, Times New Roman font, size 12

Do not indent abstract summary paragraph

Between 150-250 words

All abbreviations and important acronyms used in the paper should be defined here

indent

POLLUTION IN THE ARCTIC   2

Abstract

This paragraph should be a summary of the key points of your research. Your abstract summary is a way to introduce readers to your research topic, the questions that will be answered, the process you took, and any findings or conclusions you drew. Do not hesitate to mention the results of the study so that someone who is skimming your work knows whether to continue reading on or not.

Keywords: abstract, summary, conclusions

The Body

On the following page, begin with the Body of the paper.

1. Start with the Running title
2. On the next line write the title (do not bold, underline, or italicize the title)
3. Begin with the introduction. Indent.
4. The introduction presents the problem and premise upon which the research was based. It goes into more detail about this problem than the abstract.
5. Begin a new section with the Method. Bold and center this subtitle The Method section shows how the study was run and conducted. Be sure to describe the methods through which data was collected.
6. Begin a new section with the Results. Bold and center this subtitle. The Results section summarizes the data. Use graphs and graphs to display this data.
7. Begin a new section with the Discussion. Bold and center this subtitle. This Discussion section is a chance to analyze and interpret your results.
   1. Draw conclusions and support how your data led to these conclusions.
   2. Discuss whether or not your hypothesis was confirmed or not supported by your results.
   3. Determine the limitations of the study and next steps to improve research for future studies.

** Throughout the body, in-text citations are used and include the author's/authors' name(s) and the publication year. In APA format page numbers are not used in in-text citations.

Ex: (Wilkonson, 2009).

For more information about how to cite properly please see EasyBib's guides for APA citations based on the sources you are using.

Sample Body page:

POLLUTION IN THE ARCTIC   3

Effects of Pollution: An Arctic Environmental Study

(Indent) This paragraph should be your introduction. The introduction

presents the problem and premise upon which the research was based. It

goes into more detail about this problem than the abstract.

Method

(Indent) The method section shows how the study was run and conducted.

Be sure to describe the methods through which data was collected.

Results

(Indent) The Results section summarizes the data. Use graphs and

illustrations to display the data.

Table 1: Survey Results from Arctic

Running Title with page number (do not include the words "Running Head" after the Title Page)

References

On a new page, write your references.

1. Begin with a running title
2. Center and bold the title "References" (do not include quotation marks, underline, or italicize this title)
3. Alphabetize and Double-space all entries
4. Every article/source mentioned in the paper and used in your study should be referenced and have an entry.

Sample Reference Page:

POLLUTION IN THE ARCTIC   9

References

Abdul, J. (2009). How will the arctic survive? National

    Geographic, 39. Retrieved from

    htto://www.geographic.com/library/JournalArticle.asp?A

    rticle_ID=82

Fox, H. (2011). The greenhouse effect: Environmental stresses.

    The Environmental Journal. Retreived from

    http://enviro.com