

APA-Style Formatting Guidelines for a Written Essay

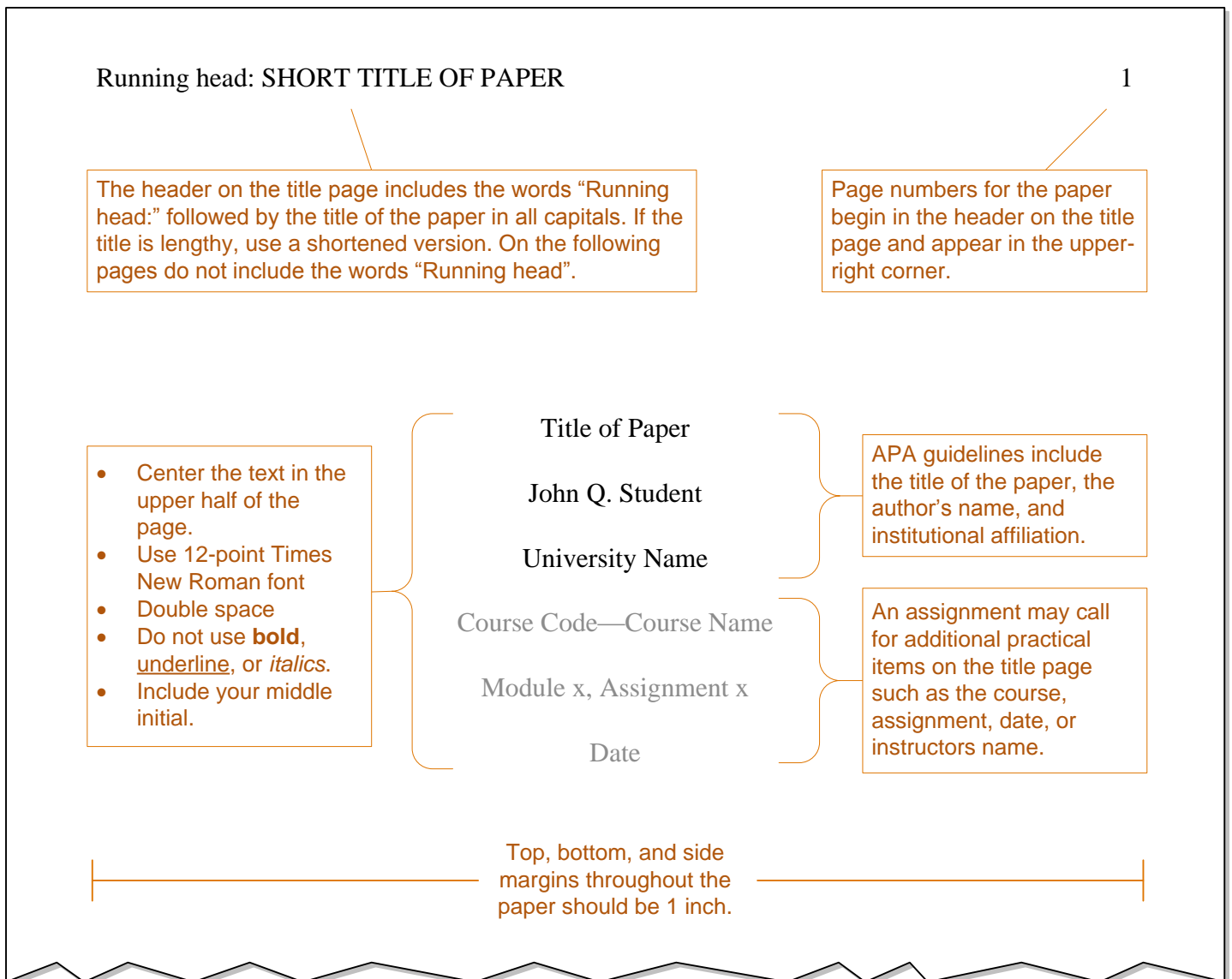
When you format a paper in APA style there are some basic formatting rules. Each page should have 1-inch margins all around, and double spaced lines using 12-point, Times New Roman font.

Title Page

Your APA-style title page will include:

- A running head
- A page number
- The title of your paper
- Your Name
- Your institution (university)
- Any other identifying information as assigned

Works for publishing may include an author's note at the bottom outlining your pertinent experience and credentials.



The Body of Your Paper

There are several things to remember when you are formatting the main body of your paper:

- Basic APA-style page formatting.
 - 1-inch margins all around
 - 12-point, times New Roman font in double spaced lines
- The header included your title in all capitals (without the words “Running head:”) and the page number.
- Your full title centered on the first line in **title case**.
- Indent the first line of each paragraph.

Include in-text citations for quoted, paraphrased, or summarized material from others.

Your title (shortened if necessary) in all capitals, without the words “Running head:” This header continues through the rest of the pages of your paper.

Page numbering that began on your title page. (page 2 if no abstract is included)

SHORT TITLE OF PAPER

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First line indented

Full Title of Essay

Full title centered and in *title case*.

Start your first paragraph here. This is the introduction paragraph. Here you want to introduce your topic and grab the reader’s attention. Your introduction paragraph should be 4–6 sentences long and will include your thesis statement. Remember, the thesis statement states the main focus or main idea of the entire essay and is normally the last sentence in the introduction; however, more importantly, it should be obvious what your thesis statement is.

Indented

Begin the second paragraph here. This is your first body paragraph. Paragraphs should be between 5–12 sentences. Your body paragraphs should begin with the paragraph’s topic, which is the topic sentence. This topic sentence explains the main focus of this paragraph, and should clearly relate to your thesis statement. Next, you will include supporting details. If you are using outside sources (research) to lend credibility to your details, this is where you should include them; most importantly, this is also where you use in-text citations to cite other people’s ideas from your sources (Author, date). Finally, the last sentence of a body paragraph concludes the paragraph and refers back to the paragraph’s main focus.

The References Page

Like the other pages in your paper, the References page will include basic APA-style page formatting. Guidelines specific to the References page include:

- The word “References” centered on the first line.
- Alphabetize the entire list using the authors' last names. If you are using multiple works by the same author, list the entries in chronological order, beginning with the earliest work.
- Each source you cite in a paper must correspond to a related reference on your References page.
- Each reference on your References page must be cited somewhere in your paper.
- References that stretch to two lines require a hanging indent.

Your title in the header (shortened if necessary) in all capitals, without the words “Running head:”

Page numbering that began on your title page.

SHORT TITLE OF PAPER

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Sources appear in alphabetical order based on the author's last name.

References

“References” centered on the first line. 12-point, Times New Roman. No bold or underline.

Berrett, D. (2014). Dissecting the classroom. *The Chronicle of Higher Education*. Retrieved from <http://chronicle.com/article/Dissecting-the-Classroom/144647/>

Doe, J. (2014). Citing sources: Finding a way to cut through the confusion. *The Journal of Exceptional Instruction*. 8(4), 78.

Hanging indent for references exceeding one line.

Heath, J. (2007). An adversarial ethic for business: Or when Sun-Tzu met the stakeholder. *Journal of Business Ethics*, 72(4), 359–374. DOI:10.1007/s10551-006-9175-5

Hult, C. A., & Huckin, T. N. (2011). *The new century handbook* (5th ed.).

London, UK: Longman. Retrieved from <http://online.vitalsource.com>

Koch, A., & Peden, W. (Eds.), (1944). *The life and selected writings of Thomas Jefferson*. New York, NY: The Modern Family Library.

MacGillicuddy, J. (2014). *Writing extraordinary research papers*. Pittsburgh, PA: Penn Avenue Press.

Top, bottom, and side margins throughout the paper should be 1 inch.