



APA Formatting Guidelines

APA style provides guidelines regarding how papers should be formatted. This handout provides some basic tips on how to format your title page, abstract, and document in APA style.

APA Title Page

Every document should begin with a title page. Your title page should include:

- Running head
- Page number
- Full title of your paper
- Your name
- Your institutional affiliation

The **running head** should appear flush left on the page header and should contain an abbreviated title of your paper (less than 50 characters, including spaces and punctuation). The running head should be written all in capital letters, preceded by the phrase "Running head," for example:

Running head: ABBREVIATED TITLE OF PAPER

The **page number** should appear flush right on the page and should consist of a regular Arabic numeral (e.g., 1). The **title** of your paper should appear somewhere in the top half of the page, centered, on its own line. It may take up two lines, but should not exceed 12 words and should not contain abbreviations or unnecessary words. Your **name** should appear on the next line. The **institutional affiliation** should appear on the following line. Each of these elements should be centered and double-spaced.

APA Document Formatting

Your document should be double-spaced throughout and you should use a font that is clear and readable. APA recommends using 12 point Times New Roman font. You should have 1 inch margins on all sides. Each page should include the running head that you established on your title page. After the title page, you do not use the phrase "Running Head," but simply type the running head itself (not exceeding 50 characters with spaces and punctuation), in all capital letters, flush left on the page. The page number should appear flush right on every page.

APA Abstract

Your abstract should also contain the running head and page number. This page should immediately follow your title page. You should have the word Abstract written in the center of the top line (no quotation marks, not in **bold** or *italics*). Then, you should provide a brief summary of the key points of your research: your topic, questions, participants, methods, results, data, analysis, and conclusions. You may choose to include implications of your research as well, space permitting. The abstract should be a single paragraph, double-spaced, and should be between 150 and 250 words.

Block Quotes

If a quotation consists of 40 words or more, you must use a "block quotation." You should begin the quotation on a new line and indent the entire quotation a half inch from the left margin (the same position as a new paragraph). The entire quotation should be double-spaced. Quotation marks should be omitted, and the citation should follow the period at the end of the quotation. For all other quotations, the ending punctuation should follow the citation.

For more information on APA formatting and a sample paper, see:

Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderlund, L., & Brizee, A. (2010, May 5). *General format*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/>