APA Formatting Guidelines

APA style provides guidelines regarding how papers should be formatted. This handout provides basic tips on how to format your title page, abstract, and document in APA style. For more information, see American Psychological Association. (2019). *Publication manual of the American Psychological Association* (7th ed.). American Psychological Association.

Running Head

APA no longer requires a running head on student papers (unless your instructor requires one).

Title Page

Documents should begin with a title page. (For academic assignments, however, your instructor may not require this.) Your title page should include:

- Page number
- Title of your paper
- Your name
- Your institutional affiliation

The page number should appear flush left 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. If your instructor wants a running head, it should come in the upper left-hand corner. The words “RUNNING HEAD” are no longer required.

Document Formatting

Your document, including the references list, should be double-spaced throughout. You should use a font that is clear and readable. APA recommends using Calibri 11 point, Arial 11 point, Lucida Sans Unicode 10 point, Times New Roman 12 point, or Georgia 11 point. You should have 1-inch margins on all sides. The page number should appear flush right at the top of every page, including the first page.

Abstract

Your abstract 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, 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 parenthetical citation.