

# APA FORMATTING

## Formatting guidelines for your paper:

- 1 inch margins
- Title Page
  - Running Head: TITLE
  - Page Number
  - Title of Paper
  - Name
  - Class Name or Institution
- 12 point font
- Easily readable typeface (Times New Roman is one example)
- Double-space the entire paper
- Abstract (Optional)
- Header on each page
  - TITLE
  - Page Number

## The title page contains five parts:

- “Running head” - the phrase “Running head:” is *only* included on the *title page*. Insert the running head into the header of the document; align left.
- Your header - after the “Running head,” include an abbreviated title in all capital letters along with a page number.
- The title of your essay
- Your name
- Your class name/number or your institution

Running head: SAMPLE FOR STUDENTS

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Sample APA Paper for Students Interested in Learning APA Style 6th Edition

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## Abstract page:

Your instructor may or may not require an abstract. This page would be placed between the title page and the first page of your paper. The abstract page contains:

- The ALL CAPS title text from your header.
- Plain Page Number
- The word Abstract in plain text centered at the top of the page

SAMPLE FOR STUDENTS

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Abstract

The abstract should be a single paragraph in block format (without paragraph indentation), and the appropriate length depends on the journal to which you are submitting, but they are typically between 150 and 200 words. (Students should consult their instructor for the recommended

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## 24/7 Ask a Librarian

Available at the library home page. Under the help tab.

<https://commons.wvc.edu/library/mainpage/Home.aspx>

## Online Tutoring/Writing Center

Available at the library home page. Under the Services tab.

<https://commons.wvc.edu/library/mainpage/Home.aspx>

## OWL at Purdue Online Write Lab

Select APA Guide under Suggested Resources.

<https://owl.english.purdue.edu/owl/>

# APA FORMATTING

## continued

### The first page of your paper contains:

- The ALL CAPS title text from your header.
- Plain Page Number
- Full title of your paper centered at the top of the page, in plain text, do not bold or underline or all caps the title

SAMPLE FOR STUDENTS	3
Sample APA Paper for Students Interested in Learning APA Style	
Before getting started you will notice some things about this paper. First, everything is double-spaced. Second, margins are 1-inch wide on all sides. Third, there are several headings used throughout to separate different parts of the paper; some of the headings are in bold. Fourth, there is exactly one space after each punctuation mark (except for periods at the end of a sentence, after which there are two spaces). Fifth, the upper left of each page has a running head	

### All other body pages contain:

- The ALL CAPS title text from your header.
- Plain Page Number

SAMPLE FOR STUDENTS	4
Remember to cite your sources often in the Introduction and throughout the manuscript. Articles and books are cited the same way in the text, yet they appear different on the References page. For example, an article by Cronbach and Meehl (1955) and a book by Bandura (1986) are	

### Your reference page contains:

- The ALL CAPS title text from your header.
- Plain Page Number
- The word References in plain text centered at the top of the page

SAMPLE FOR STUDENTS	8
References	
American Psychological Association. (2010). <i>Publication manual of the American Psychological Association</i> (6th ed.). Washington, DC: Author.	
Bandura, A. (1986). <i>Social foundations of thought and action: A social cognitive theory</i> . Englewood Cliffs, NJ: Prentice Hall.	

## STEP by STEP Headers

1. Open a new word document, or use an existing paper, just be sure you are on page one.

2. Insert >Header>Blank (Three Columns.)

3. Place a checkmark in the box that says "Different First Page."

4. After clicking this box you will need to reselect Header> Blank (Three Columns.)

5. Double click on the first of the three brackets. Type in the following: Running head: TITLE OF YOUR PAPER.

6. Now double click on the third bracket. To insert your page number click Page Number> Current Position> Plain Number

7. You are now going to create the header that will go on the remaining pages of your paper. The three sets of brackets will automatically show up on the second page.

8. Double click on the first bracket, type in your unique paper title in all caps, and then double click on the third bracket to insert page number. You will once again click Page Number>Current Position>Plain Number.