

APA PAPER FORMAT

A basic guide

THE BASICS:

- Use **12-point type** in Times New Roman or a similar plain font.
- **Double-space** the entire paper, including title page, block quotations, and the References page.
- **Indent** each paragraph.

TITLE PAGE:

1

In the upper half of the page, centre and bold the full title of your paper.

2

Place the page number in the header space at the upper, right-hand margin 1.25 cm (.5 inches) from the top of the page. The title page is page 1; all the following pages are numbered, including the References page.

3

Leave an extra blank space below the title, and type your name. On the next line, add the name of the department and college.

4

Below that, list the course number, followed by a colon and the course title. The next two lines should be your teacher's name and the date.

The diagram shows a title page layout with the following text centered:

Patterns of Aggressive Behaviour in Male Preschoolers

Elizabeth Jones
 Department of Psychology, Dawson College
 PSYC 101: Introduction to Psychology
 Professor Jane Smith
 May 14, 2020

The page number '1' is located in the top right corner. Arrows from the numbered instructions point to these elements: 1 points to the title, 2 points to the page number, 3 points to the author and department information, and 4 points to the course information.

ADDING PAGE NUMBERS:

In Microsoft Word, click on "Insert" and then "Page Number." Select the option which places the page number at the top right.

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APA PAPER FORMAT

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IN-TEXT CITATIONS:

- All research information—whether quoted or summarized in your own words—must be cited.
- A typical in-text citation consists of an **author’s family name** and the **date of publication** (e.g., "(Smith, 2020)"), but citations are always based on whatever comes first in the References list entry—sometimes a title if there is no named author.
- See the Academic Skills Centre’s **APA Citations handout** or consult the **APA manual** for models and instructions.

PAGE 2 (AND SUBSEQUENT PAGES):

1 Put a running head (a shortened version of the title) in call caps on the left in the upper margin. Type the full title of your paper in bold.

2 The page number appears in the header space on the right. The actual text of your paper begins on page 2 (on page 3 if you are including an abstract).

3 College papers are often written without headings. However, Level 1 headings can be centred in bold. If Level 2 headings are used, they are placed at the left-hand margin in bold.

5 Shorter quotations are presented in quotation marks, followed immediately by a citation. Any periods or commas follow the citation.

5 The text begins 2.5 cm (1 inch) from the left side of the page. Indent each paragraph using the tab key once.

6 Quotations 40 words long or over (about four lines) are indented once on each line. (Use the tab key to indent.) If your quotation includes the opening line of the author’s paragraph, indent that line additionally.

The diagram shows a page with the following content:

- Running head: PATTERNS OF AGGRESSIVE BEHAVIOUR
- Page number: 1
- Section heading: **Patterns of Aggressive Behaviour in Male Preschoolers**
- Text: The actual text of your paper begins on this page unless an abstract is required. If so, the abstract is presented on page 2—separately—under the heading “Abstract,” and the actual text begins on page 3. Note that the title is given above, and the running head is included, along with a page number, in the header space at the top. Margins are standard (2.5 cm; 1 inch), and double-spacing is used throughout. The References page comes at the end of the paper, under the heading “References” on a separate, numbered page with the running head included at the top (Wilson, 2014, p. 76). Note that spacing is important in the proper presentation of a paper. As usual, no extra spacing is left between paragraphs.
- Section heading: **Example of a Subheading**
- Text: In APA format, any sub-headings appear in bold at the centre, while sub-subheadings are in bold at the left margin.
- Section heading: **Example of a Sub-Subheading**
- Text: Quotations require special attention. Short quotations are presented “in quotation marks within the text of the paper like this” (Smith, 2014). However:
 - Quotations of over 40 words are set off from the regular text in block form without quotation marks. They must be double-spaced like the rest of the paper, with each line given an indentation. Each line goes all the way to the right-hand margin as shown here.
 - Block quotations are followed by a citation after the period. (Jones, 2014)
- Text: Then your paragraph continues on the next line as you continue your . . .

Tip: You can apply indents and other formatting automatically in word processors such as Microsoft Word.

For more information, consult the APA manual or contact the Academic Skills Centre.