

APA Formatting Guide

APA Formatting Essentials

Your paper should be typed and double-spaced on standard 8.5" x 11" paper with 1-inch margins on all sides. Each page should have a header. For professional papers, include the paper title in all caps on the left and the page number on the right. Student papers require only the page number.

To insert a header, align page numbers to the right. Then type a shortened version of your title in uppercase letters on the left side of the header. This running head should not exceed 50 characters, including spaces and punctuation.

Writing the Abstract

Start the abstract on a new page with the same header as before. Center and bold the word 'Abstract' at the top. Begin your summary on the next line without indentation, and double-space the entire paragraph. Keep the abstract under 250 words. It should summarize your research topic, key questions, methods, participants, results, and conclusions. You can also include implications and future research.

Optionally, add a keywords section. Indent like a new paragraph, start with 'Keywords:' (italicized), and list relevant terms separated by commas.

Font Recommendations

Use a readable, consistent font throughout your paper. Accepted options include:

- 11-pt Calibri
- 11-pt Arial
- 10-pt Lucida Sans Unicode
- 12-pt Times New Roman
- 11-pt Georgia
- 10-pt Computer Modern

Check with your instructor or institution for specific font preferences.

APA Paper Structure

Your APA paper should include the following sections:

1. Title Page
2. Abstract
3. Main Body
4. References

Title Page Guidelines

The title page layout depends on the paper type.

All papers should include:

- A centered, bolded title in title case in the upper half of the page
- The author's full name (first name, middle initial, last name)
- The institutional affiliation (e.g., university or organization)

Professional papers should also include an author note with the author's ORCID iD, affiliation changes, acknowledgments, disclosures, and contact information.

Student papers should add the course name and number, instructor's name, and due date. No author note is required for student submissions.