

APA General Format



APA format (documentation) is often used in both the social science and natural science fields (Biology, psychology, sociology, anthropology, etc.). For detailed information on the current (6th Edition) of APA see the *Publication Manual of the American Psychological Association*, (6th ed., 2nd printing).

GENERAL FORMAT:

- 12pt. Times New Roman font.
- 1" margins.
- Double-spaced.
- 8.5"x11" plain paper.

TITLE PAGE:

- Create a header with a different first page that includes the words "Running Head" and a condensed title (fifty characters or less/should be in all caps). Your header should also include the page number.
- Halfway down the page, place your TITLE, NAME, and UNIVERSITY NAME each on a separate line (centered).
- Do not bold, italicize, capitalize, or make any additional stylistic changes to the font unless directed to by your instructor or course field.
- You may choose to add the heading "Author Note" at the bottom of the page (centered) followed by a brief section that lists the course information.

ABSTRACT (if required):

- If your professor or course requires an abstract, it will come after the title page.
- Remove the words "Running Head" from the header, so that the header only contains a condensed form of the title and the page number.
- Center the word "Abstract" (no bold, italicized, or other stylistic changes).
- In a 150-250 word paragraph, include information about your topic, procedure for researching the topic (experiment if you did one), and a summary of your results or findings.
- Include any key words or terms.

MAIN CONTENT:

- Each discipline is different as to the content your paper should contain. Consult your professor or course field for specifics on the content required.
- Your first page after the title page should contain a title that is centered, and then begin writing your content.
- If you are required to have headings, there are three levels: first, second, and third.
- First level headings are centered and in bold font.
- Second level headings are left-justified and in bold font.
- Third level headings are left-justified, indented 0.5" and in bold font.
- Common headings include introduction, review of literature, materials and methods, results, discussion, and conclusion.

REFERENCE PAGE:

- Center the word "Reference" at the top of the page (no bold, italics, or other stylistic changes).
- Each reference entry should be formatted accordingly and should be in the form of a hanging indention. (See APA examples handout for sample entries).