

Paper Formatting

[View a sample paper](#), which includes all the rules listed in this section.

Title Page

The title page should include the title of your paper (both the long title and a running header), the author's name (that's you!) and institution, as well as the course, instructor, and date.

Title

The primary goal of a title should be to summarize the main idea(s) of your paper simply and clearly. The recommended length for a title is up to 12 words. The title should be positioned in the upper half of the page and centered. The title should be typed in 12-point Times font. Do not bold, underline, or italicize the title.

Also include a running header (a short title of your paper) on the title page. Type as: 'Running head: TITLE IN ALL CAPS.' [See example in our sample paper.](#)

Author Information

Include your first name, middle initial(s), and last name. Omit all titles (e.g. Dr., Professor) and degrees (e.g. MA, PhD, EdD), if applicable.

Center and double space your name and the name of your college, university, or institution.

Course Information

Center and double space the course title and number, the instructor, and the date

Abstract

An abstract is a brief, one-paragraph summary of your paper – generally 150-250 words. The abstract, like the title, should be able to stand alone and fully explain what your paper is about. A good abstract is accurate, nonevaluative, readable, and concise.

Not all instructors will require you to write an abstract, but if you publish professionally you will likely be asked to write one for any article/paper.

If you include an abstract in your paper, begin it on page two (its own page). Center and capitalize the word 'Abstract.' Do not indent the first line of your abstract, it should be written in block format.

Main Body

Include a running header (a short title of your paper) in ALL CAPS (just the title, omit the phrase 'running head' that you included on the title page). Center the full title at the beginning of the main body of the paper.

Your paper should:

- Include a page number on every page.
- Be double spaced
- Have 1-inch margins
- Be typed in 12-point Times font
- Indent paragraphs ½ inch

Headings should be bold and centered, with all major words capitalized. Sub-headings should be left-justified and bold, with all major words capitalized.

References

The reference page should be started on a new page and the word 'References' should appear centered on the top of the page.

All reference entries should be double-spaced and use a 'hanging-indent' format, which means that the first line of each reference is left-aligned while subsequent lines are indented ½ inch.

References are listed alphabetically by author; if there is no author use the title of the reference.

Footnotes

There are two types of footnotes that can be used under APA style: those that provide additional content and those that acknowledge copyright permission status. Footnotes should not be longer than one paragraph.

All footnotes should be numbered consecutively in the order in which they appear in your paper. Footnotes can either be placed on the bottom of the page in which they appear, or they can be placed in consecutive order on a separate page after the reference page. In the text of your paper, footnote numbers should be superscripted and should follow any punctuation (except a dash).

Also include a Footnotes section at the end of your paper. This section should appear after your reference page. Start the Footnotes section on its own page and center the word 'Footnotes' on the top of the page.

Appendix

Appendices appear after your reference page and after your Footnote page (if applicable).

If your paper has one appendix, simply label it 'Appendix;' if it has more than one label each one with a capital letter (Appendix A, Appendix B, etc.)

Each appendix should be started on a separate page and the label (Appendix, Appendix A, etc.) should be centered on the top of the page.