



The Basics of APA Format: Formatting

APA is an acronym for American Psychological Association, a group that sets formatting guidelines for academic writing in the behavioral and social sciences.

APA requires your essay to follow these formatting guidelines:

- 12-point Times New Roman font
- One inch margins all around
- Left aligned
- Double spaced text throughout the **entire** essay
- ½ inch indentation
- Title page

Example of Title/Cover Page

- The title page text should be centered and double spaced, and should contain the following information
- 7th edition APA no longer requires a running head for student papers.
- Student papers follow: author, college, course, instructor, due date.

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(Centered, Halfway down cover page)
Title of Paper in Upper and Lower Case

First name Last name
 College or University
 Course Name
 Professor's Name
 Due Date

Running Head on the title/cover page, which is also page 1 of essay:

The shorten title of the paper, or running head will appear the same on all of the pages of the paper.

APA calls for an **Abstract**

This is where you provide a brief overview of the paper's topic and key points. Be sure to limit this section to no more than 250 words. The Abstract will be on page two of your essay. This section should let the reader know the basics of your paper. Include specific information about your paper. Is it a case study? Did you evaluate a literary piece? Are you describing an experiment or study you



conducted? Are you evaluating another person’s experiment? Include keywords about your topic for your reader. This allows readers to easily identify further information related to your study.

Introduction

Use this section to warm up your reader to topic. This provides greater explanation than your abstract. What is the problem you have identified or chosen? Include why this is relevant to readers. This is where you will have your thesis or hypotheses.

Main Body

This is where you describe the study in detail informing the reader of the all the processes involved in your chosen topic. You should reference any previous or related studies.

Subsections

You may find that your paper consists of many large and detailed sections, which overwhelm the reader. This is when your paper may benefit from breaking up large sections into small subsections. APA has 5 different levels of heading to follow, each indicating a lower level.

	Five Levels of APA Style Heading
1	Centered, Bold, normal capitalization Next paragraph
2	Left aligned, bold, normal capitalization Next paragraph
3	Left aligned, bold italic, normal capitalization Next paragraph
4	Indented, bold, title case ends with a period. Texts continues within the same line.
5	Indented, italics, bold, title case, ends with a period. Texts continues within the same line.

Figure 1. Guide for APA subsections.

References

American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>
 Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderlund, L., & Brizee, A. (2010, May 5). General format. <http://owl.english.purdue.edu/owl/resource/560/01>