

Standard APA Format

Manuscript Format

Title Page

1. One-inch margins all around--bottom, top, sides

In Microsoft Word
Go to the File menu > Page Setup
<ul style="list-style-type: none">• Margins should be set to 1” on the top, bottom, left, and right.

In Word Perfect
Go to File > Page Set-Up > Click on Margins and Layout Tab>
<ul style="list-style-type: none">• Make sure all margins read one inch. It should already be done for you.

2. Page numbers on all pages in **upper right hand corner**
 - a. The page number must be on all pages of the paper, including the title page.
3. Your title page should begin with a running header containing the title of the paper. The following example of a running head is formatted for APA:
 - a. Running head: A SAMPLE PAPER ACCORDING TO THE PUBLICATION MANUAL
 - b. The running head, or abbreviated title, appears only on the title page. It is in upper case and must not exceed 50 characters, including punctuation and spaces. If the title of your paper is lengthy, end the running head at the end of a word; do not split the word. Type the running head flush at the left margin, approximately four lines, or two double-spaces below the page header. The term running head is included, as illustrated on page 306 of the manual, but is not counted as part of the 50 characters and is not upper case.
4. Title should be centered
 - a. The title of the paper is typed in upper and lower case letters, and is centered between the left and right margins and positioned in the upper half of the page. If the title is two or more lines in length, double space between the lines.
 - b. If the title of your paper is only one or two words, the page header, running head and paper title will be identical.
5. The byline and institutional affiliation come next. The author's name (your name) is typed in upper and lower case letters and is centered on the line, one double-space below the last line of the title. The institutional affiliation or class is also typed in upper and lower case, is centered on the line, and is one double-space below the author's name.

First Page

1. Begin with the title, formatted as in the title page.
2. Abstract (if required)—title page, left align, 75-120-word paragraph summarizing your paper.

Paper Format

6. Double space all text and all references

In Microsoft Word
Go to the Format menu > Paragraph
<ul style="list-style-type: none"> Line spacing should be set to “double.”

In Word Perfect
Go to Format > Line > Spacing >
<ul style="list-style-type: none"> In the spacing box delete “1.0” and replace with “2.0”

7. Paper is **left justified**
8. Page numbers on all pages in **upper right hand corner**
 - a. The page number must be on all pages of the paper, including the title page. Use Arabic numerals and position the page number one inch from the right hand edge of the paper, in the space between the top edge of the paper and the first line of text.
9. Header should be a short version of the title and the page number.

In Microsoft Word	
<u>Header and Footer</u>	<u>Page Numbers</u>
Go to the View menu > Header and Footer	Go to the Insert menu > Page Numbers
<ul style="list-style-type: none"> Type your last name and make sure it is set to “align right.” 	<ul style="list-style-type: none"> The numbering should be set to “Top of page” and “Alignment right.”

In Word Perfect	
<u>Header and Footer</u>	<u>Page Numbers</u>
Go to Insert > Header and Footer > Click Create >	Go to Format > Page > Numbering > Click the position box
<ul style="list-style-type: none"> Select “right alignment”. Type your last name. Close header box. 	<ul style="list-style-type: none"> Click on Top Right Click on the “1” in the Page numbering format.

Headings

1. Headings may be Level One, Level Three, and/or Level Four (see APA, 2001, pp. 114ñ115)

Level A Headings are Centered and Set in Heading Caps

Level B: Flush with Left Margin, Italicized, Set in Heading Caps

Level C headings: Indented, italicized, sentence caps, end with a period.

- These headings are sometimes referred to as *paragraph* or *run-in* headings. Although they end with a period (or other punctuation) they need not be complete sentences or grammatically correct.

A Sample 1

Running head: A SAMPLE PAPER ACCORDING TO THE PUBLICATION MANUAL

A Sample Paper According to the *Publication Manual of the American Psychological Association*,
Your Name
Your Affiliation

A Sample 2

A Sample Paper According to the *Publication Manual of the American Psychological Association*, Fifth Edition, 2001

This sample paper will attempt to simplify the usage of the *Publication Manual of the American Psychological Association*, Fifth Edition, 2001. It is meant to be used primarily by the Valencia students enrolled in Professions of Caring, HSC1101 and should serve as an introduction to APA style. The sources cited in the Reference list do not exist, but do reflect the types of sources which might be used in a paper. The text of the paper is left-justified and double-spaced; this

to save space. The margins should be one inch on all sides. Use the . This document does not indent paragraphs because of html coding; by a double space. New pages are indicated in this sample paper by a horizontal line.

A Sample 3

A Sample Paper According to the *Publication Manual of the American Psychological Association*, Fifth Edition, 2001

Papers written in the APA style must document sources in the body of the paper. Pages 207 to 214 of the APA manual provide a general overview of citing references in the text. Your paper will include a Reference list at the end which will list the articles, books, etc. you cite in your paper. The Reference list must provide the information necessary to identify and retrieve each source used. It is very important to remember that each source on the Reference list must be cited in the body of the paper and conversely, each source cited in the body of the paper must be on the Reference list.

As indicated on page 207 of the manual, the basic format used by the APA to cite sources in the body of the paper is the author and date method of citation; that is, the surname of the author(s) and the year of publication are inserted in the text at the appropriate point. This can be accomplished in one of two ways. If the author's name is mentioned in the text of the paper, as in "Smith stated that . . ." then only the date need be cited. If the author's name is not mentioned in the text of the paper, then both the name and the date must be cited. Parentheses are used to enclose the author and date, or date alone. Separate the name and the date with a comma if both are listed. In some cases, as you will see later in this paper, page numbers either must or may be included.