APA FORMAT

In APA (American Psychological Association) format, papers have a title page that contains the title of your paper, your name, and the title of your class centered on the page. The title page also has your "running head" and page number in the header section. A running head is a shortened version of your title that is included on *all* pages of the paper. The running head on the title page includes the words "RUNNING HEAD" in capitals. All other pages include your running head, but do not include the words "RUNNING HEAD" like the title page. The running head on all pages must align to the left side of the paper and must be typed in all capital letters (Figure 1). To insert a running head and page number in Microsoft Word, click on the "Insert" tab at the top left of the screen, and then click on "Page Number." Choose "Top of Page" and "Plain Number 3." Type your running head in capitals to the left of the number and then hit the Tab button on your keyboard until your running head is aligned to the left and the page number is aligned to the right. While still in the header, check the "Different First Page" box in the "Options" group so that the running head on your title page will be different than your running head on subsequent pages.
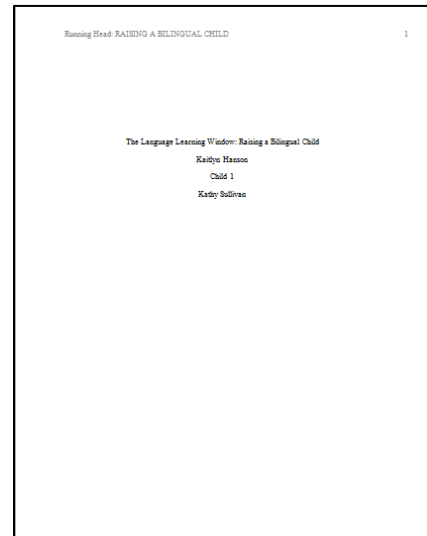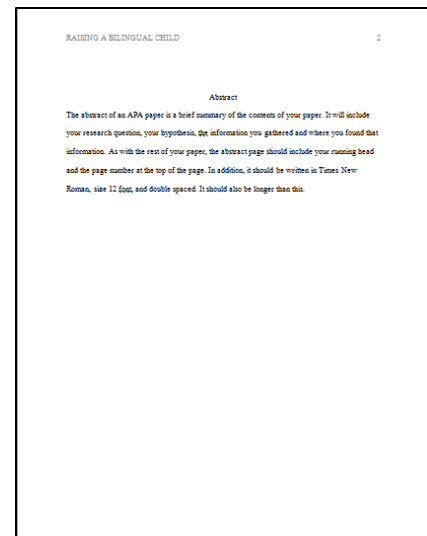
The second page of your paper will be an abstract if your instructor requires one (Figure 2). An abstract is a brief summary of your paper. If an abstract is not required, your paper will begin on page two. Remember, the

Figure 1

Figure 2

running head for this second page and all ensuing pages does not include the words "RUNNING

HEAD" (only the title page has "RUNNING HEAD:" in capitals).

   After setting up the running head and title page, you'll need to properly format the text to

meet APA requirements: size 12 Times New Roman font, 1" margins, double-spaced. Set the

font by going to the Home tab and selecting "Times New Roman"

and size "12" in the "Font" group. To set the margins, on the

Page Layout tab, click on the "Margins" button in the Page Setup

group, and choose "Normal" (Figure 3). Next, set the spacing to double-

Figure 3

spaced by going to the Home Tab, clicking on the "Line and Paragraph

Spacing" button in the "Paragraph" group and choosing

"2.0" (Figure 4). Your last step is to remove additional

spaces in between paragraphs by clicking on the "Line and

Paragraph Spacing" button one more time and selecting

"Remove Space After Paragraph." Once you've completed

Figure 4

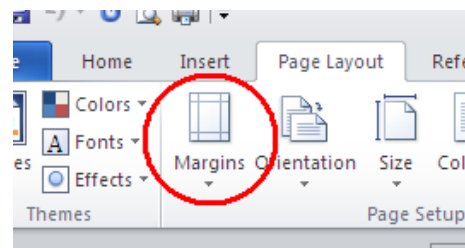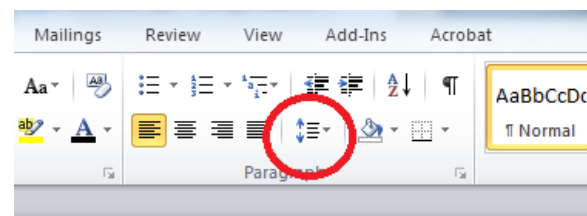these steps, your paper should be properly formatted in APA style.

   For more information on formatting an essay in APA format, please visit Purdue's Online

Writing Lab (OWL) at www.owl.english.purdue.edu or type "Purdue OWL APA" into any

internet search engine. Purdue OWL is an Online Writing Lab with excellent resources for

formatting any paper.