

# APA FORMAT – What my paper should look like ...

The American Psychological Association (APA) makes the following recommendations for formatting your paper:

## General Standards

- Typed, doubled-spaced, 1" margins on all sides of the page
- Use standard, letter-sized paper (8.5" x 11")
- Use a standard font (Times New Roman, Arial) at 10-12 point size
- Indent the first line of each paragraph one-half inch (or 5 spaces)
- Single-space any footnotes included

## Title Page

- Include the title of the paper, the author name(s), and the institutional affiliation (the college); include anything else requested by your instructor (date, class number, etc)
- Include a page header and page number (see the next section for details)
- Most instructors require a title page, but check with your instructor. See the back side of this handout for a standard example.

## Page Head and Page Numbers

- Include a running header in the upper-left hand corner of every page, starting with the title page
- Insert the first 2-4 words of the title of paper in upper-case letters
- For the title page only, your page head should look like: Running head: TITLE OF YOUR PAPER; for every other page, it should just be: TITLE OF YOUR PAPER
- Include the page number in the upper-right hand corner of every page, starting with the title page

## Abstract

- If required by your instructor, include an abstract on the second page by itself
- 150 to 250 words, double-spaced
- Centre the header "Abstract" at the top of the page (not in bold or italics)

## Long Quotations

- For quotations longer than 40 words, indent the entire quote one-half inch (five spaces) from the left margin. Double-space the quotation; Do not use quotation marks.

## Visuals

- Label each visual with a number (Table 1, Table 2, Figure 1, Figure 2) and provide a title
- For tables, place the label and title above the table, on separate lines, aligned left and single-spaced
- For figures (includes graphs, charts, drawings and photographs), place the label and title below the figure, on the same line, aligned left and single-spaced

For a sample paper with annotated format notes, go to **Purdue University's Online Writing Lab (OWL)**: [http://owl.english.purdue.edu/media/pdf/20090212013008\\_560.pdf](http://owl.english.purdue.edu/media/pdf/20090212013008_560.pdf)

See the *Publication Manual of the American Psychological Association*, 6th ed. (Washington: APA, 2009) for the complete guide to APA format.

The Impact of Homelessness on the Health of Adolescents:

A Review of the Literature

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