APA Format Quick Tips

APA formatting rules should be used for any formal piece of writing. This handout is intended as a quick guide, as additional formatting rules can be found in the *Publication Manual, 7th edition.*

The Basics	
Font/Font Size	The font chosen should be accessible, consistent, and legible. Options include Times New Roman (12pt), Georgia (11pt), Computer Modern (10pt), Calibri (11pt), Arial (11pt), or Lucida Sans Unicode (10pt). Figure images may use Calibri, Arial, or Lucida Sans Unicode (8-14pt).
Spacing	Double (Set to 2.0 spacing).
Margins	Set all margins to 2.54 cm (1 inch).
Paragraphs	Text should be left-aligned (**never** justify the text), and the first line of each paragraph should be indented 1.27cm (0.5 inches). Use the tab button to indent and do not add additional space after paragraphs.
Paper Title	Centre and bold the title on the title page **and** at the top of the first page of the paper's body. Capitalize the first letter of each significant word.
Header	All pages of a paper should have a page number in the top right corner. Note that a running head is no longer required for student papers.
Reference Page	Centre and bold the word **References** at the top of a new page and follow it with properly formatted citations. Reference list entries should use a hanging indent (the first line of each citation is aligned with the left margin and subsequent lines are indented).

Order of Components

Each section should begin on a new page, and most student papers require only the Title Page, Body of Paper, and References.

(1) Title Page
(2) Abstract (if applicable)
(3) Body of Paper
(4) References
(5) Footnotes (if applicable)
(6) Tables (if applicable)
(7) Figures (if applicable)
(8) Appendices (if applicable)

Headings

Headings separate the body paragraphs into sections. Text continues on the line following first, second, and third level headings. Text continues directly from fourth and fifth level headings.

First Level Heading

Second Level Heading

Third Level Heading

    Fourth Level Heading.

    Fifth Level Heading.

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The following images are examples of the three essay page components: title page, body of paper, and reference page. For examples of an abstract or appendices, please refer to the *Publication Manual, 7th edition.*

Title Page Sample

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Learning to Use APA Style

Janet Doe

School of Business, St. Lawrence College

COMM 101: Learning Citations in College

Professor Jonathan Doe

January 1, 2020

Body of Paper (Page One) Sample

2

Learning to Use APA Style

Papers written in APA style should begin with an introduction, which will outline the paper's purpose and conclusions for the reader. This section should foreshadow the arguments or points that are central to the essay as well as the evidence and methodology that will be used to support those points. Note that the title of the paper is the level one heading that will begin the page. An introductory paragraph often concludes with a thesis statement that states the argument and central points of the essay in a single sentence.

References Page Sample

4

References

Author Surname, First Initial. (Year). Title of work being cited. *Title of Journal, Volume number*(Issue number), Page range. DOI link