

## APA Paper Formatting

### I. General Document Guidelines

- A. **Margins:** One inch on all sides (top, bottom, left, right)
- B. **Font Size and Type:** 12-pt. font, Times New Roman
- C. **Spacing:** Double-space throughout the paper, including the title page, abstract, body of the document, references, appendixes, footnotes, tables, and figure captions.
- D. **Alignment:** Flush left (creating uneven right margin)
- E. **Paragraph Indentation:** 5-7 spaces, which is usually one inch.
- F. **Pagination:** The page number appears one inch from the right edge of the paper on the first line of every page, beginning with the title page.
- G. **Running Head:** The first two or three words of the paper title appear five spaces to the left of the page number on every page, beginning with the title page. The running head can be inserted into a header, which then automatically appears on all pages.\*
- H. **Active voice:** As a general rule, use the active voice rather than the passive voice. For example, use “We predicted that ...” rather than “It was predicted that ...”
- I. **Order of Pages:** Title Page, Abstract (if applicable), Body, References, Appendixes, Tables, Figures

### II. Title Page (see example on the next page)

- A. **Pagination:** The Title Page is page 1.
- B. **Paper Title:** Uppercase and lowercase letters, centered on the page.
- C. **Author(s):** Uppercase and lowercase letters, centered on the line following the title.
- D. **Class title:** If applicable, the line under the author is where the class name is listed.
- E. **Date:** If applicable, the line under the class title is where the date is listed.
- F. **Institutional affiliation:** Uppercase and lowercase letters, centered on the line following the author(s). This is often not required in the bachelor program.
- G. **Running head:** The running head is typed flush left (all uppercase) following the words “Running head:” on the line below the manuscript page header. It should not exceed 50 characters, including punctuation and spacing. The running head is a short title that appears at the top of pages of published articles. The running head on the cover page is the only place the title is in all caps. Otherwise, just the first letters of each word is capitalized (except small words like a). Not all instructors require a running head on the title page.

From: [http://www.vanguard.edu/faculty/ddegelman/detail.aspx?doc\\_id=796#title](http://www.vanguard.edu/faculty/ddegelman/detail.aspx?doc_id=796#title)

**Charlotte’s tip for adding a header with pagination:** In Word, select view/header and footer, then type in title. On the header and footer toolbar, select the drop-down menu for insert autotext. Select page. Type your title to the left of the page number. Highlight the entire line and change the alignment to flush right. Hit close. Page numbers will automatically be included.

Send corrections or suggestions to Charlotte at [clewis@csp.edu](mailto:clewis@csp.edu). Thank you!

Running head: DANCING CLOCKS

**The running head is part of the header except on the title page. Use the formatting above only for the title page.**

**Type “Running head” flush left, followed by a colon and the title of your running head in all caps.**

**No bold or italics.**

**In APA style, position the title-and-page-number line ½” from top of paper.**

**Margins are set for one inch on top, bottom, and sides.**

↔ 1”

Dancing Clocks:

A Rhythm That Doesn't Stop

Charlotte Lewis

Human Resource Management 310, Cohort 33

Professor Chuck Edelen

September 28, 2005

**In APA style, center the following information in the middle of the page: title, your name, course title and section, the instructor's name, and the date.**

**Use double-spacing.  
Use Times Román, 12 pt.**

**SAMPLE PAPER**

## Dancing Clocks:

### A Rhythm That Doesn't Stop

I'm writing my paper about clocks. Note that I only use one space after a period. Notice that all of my paper is double-spaced. Note that it is in Times New Roman, 12-point font. Note that the title is centered, double-spaced, not bold, and that there is no extra spacing between the title and the text in the first paragraph. Note that there are no extra spaces between paragraphs—including new chapters. Note that each new paragraph is indented half of an inch. I use the tab key rather than the space bar.

#### *Headings Use Capitalized First Letters*

Here is my second paragraph. It is the beginning of a section with a heading. It is my first heading. Did you notice that there is no extra spacing when I begin a new section? Did you notice that the heading is flush left and in italics? My second heading and any other headings will also be flush left and in italics, without extra space before or after. My conclusion, however, will be centered and will not be in italics or bold, and has no extra spacing—unless you use five levels of headings (see the handout on APA headings if you use more than two levels of headings, like this). Headings are not all capitals or all lowercase. Do not capitalize articles (a, an, the) unless it starts a title or comes after a colon.

#### *Abstracts Have Their Own Page*

If I was including an abstract in my paper, that would have a page all to itself. It would come after the title page. It would include the running head and the page number, which should be "2." It would contain only the abstract—even if it is just one short paragraph. Center the word Abstract one inch from the top of the paper. Capitalize the first letter but do not put in bold or italics or quotation marks. Unlike most paragraphs in your paper, do not indent the first line. Only include an abstract if your instructor requires one.

*In-text Citations*

According to Charlotte Lewis (2006), in-text citations can be tricky. In-text citations are formatted differently than the reference list at the end of the paper. When you list two authors of one book in the reference section, the names are linked with an ampersand (&). When you list two authors in an in-text citation, the names are linked with the word “and.” Did you notice the period went inside the end quote mark? Lewis and Tewes (2006) state that if you are mentioning two or more author in the sentence, you use “and” but when you are quoting their work and the book information is included, you use an ampersand (C. Lewis & D. Tewes, 2006). Of course you would not use the same reference twice in one sentence like I just did, but this isn’t a real paper anyways. Whew! Dr. Jane Gehan suggests, “Only include the page number in in-text citations when you are quoting an author or authors directly” (2003, pp. 66-67). Notice there is no period inside the quote mark! Did you notice how the period goes *after* the end parenthesis? Dr. John Wright (2006) confirms this finding in his article “Clocks Dance Forever,” and since it is not a direct quote, I do not add the page number. Article titles have quote marks around them but book titles are italicized. Both capitalize the first letter of all major words.

One of Lewis’s questions is, “What makes a clock dance?” (Lewis, 2006, p. 66). Did you notice that there is no comma after the question mark? One report shows that on February 28, 1994, 500 clocks danced (Kenyon, Hawthorn, & Lewis, 2005).

Pages 625-28 of *Simon & Schuster Handbook for Writers*, seventh edition, has many more examples of in-text citations. When I quote Merry Celeste’s poem that I actually read about in somebody else’s book, I “format it this way” (as cited in Edelen, 1995, p. 14). The title of your paper, journal articles, and books mentioned in the body of your paper have a different capitalization rule than the reference section. In general, the main words are capitalized in the

paper but for the reference section, only the first word, proper nouns, and the first word following a colon are capitalized.

When a quote is longer than 40 words, I indent it one inch and do not use quote marks since that would be redundant. I also do not change the line spacing to single. The report found:

Indentation can be exhausting. After typing your quote of more than 40 words, highlight the quote, grab the indentation handle on the ruler at the top, and drag both the top and bottom handles to one inch. Notice that this quotation can be found on more than one page and I use pp. to indicate that. (Jones, 1991, pp. 72-78)

Don't forget to return the handles back to their original resting spots. Did you notice how APA put the period at the end of the sentence and then there was no period after the parenthesis? I found that disappointing and not so consistent but on page 651 of *Simon & Schuster Handbook for Writers*, there is an example that I followed to create mine. When I reference a book in the text of my paper, it is italicized and capitalized (except small words like "a").

*Using et al. in In-Text Citations (et al. is an abbreviation for et alii, meaning "and others")*

When you are referring to material that comes from a book with three or more authors, use all of the authors' last names in the first reference. APA does not use initials for in-text citations unless two authors in a paper possess the same last name! Initials are used, however, in the reference list but that is a different kettle of fish (Jones, Smith, & Meadow, 1893). When you refer to that exact group of authors again, you only need to include the last name of the first author and include the words "et al." Jones et al. (1893) go on to point out that et al. is plural (substitute "they") and the period goes after "al." and not "et," as you probably already know.

I use my Simon and Schuster book constantly (since I did not write out the entire book I did not need to italicize the title) but sometimes prefer my cheat sheet. When two groups of authors are referenced in the body of the paper, the groups are separated by a semicolon (Holst &

Whalen, 1999; O'Brien et al., 2000). “Holst and Whalen may find my cheat sheet full of highlighting, indicating what I look up most frequently” (Green, K., & Nelson, 2004, pp. 16-18). If there were no first name initials, there is no need for a comma between two last names (Green & Nelson, 2004).

### *Capitalization Tip*

Did you notice how I capitalized the heading *Using et al. in In-Text Citations*? Capitalize each main word in a hyphenated compound word (two or more words used together to express one idea). Do not capitalize the small words. Simon and Schuster use the examples Father-in-Law, Self-Consciousness.

### *Reference List*

Books, journal articles, personal exchanges through email, websites, court hearings, and more can all be included in the reference section; each entry has specific formatting. According to Eileen Esterling (1986), “how to format the reference list is not easy to memorize” (p. 67). It may be easiest just to look up each situation to copy the formatting until it is second nature.

### Conclusion

Remember that the conclusion is unlike other headings in that it is centered and not in italics. Conclusions often sum up the points mentioned in your paper and add a thought or two about the future. If a specific formatting question stumps you, feel free to send a specific question to the Writing Center, [writingcenter@csp.edu](mailto:writingcenter@csp.edu). You can also drop in, or request an appointment via the Writing Center homepage: <http://concordia.csp.edu/WritingCenter/>

Since this is a work in progress, I will be happy to add specific tips you think should be included. Please email me, Charlotte Lewis, at [clewis@csp.edu](mailto:clewis@csp.edu).

## References

Binky, S. (1990). *Book with one author: A colon too (3rd ed.)*. Washington, D.C.: Pen Books.

Blank, C., & Lewis, C. (2000, December). Article from online journal. *Education Digest*, 6, 33-38. Retrieved September 11, 1994, from Ebsco database.

Bovine, D. B., Whalen, L., & James, F. O. (2002). Article from regular journal: Three authors. *Journal of Biological Rhythms*, 17, 556-567.

**Note comma before the ampersand**

Caldwell, M. (1999, July). Mind over time. *Discover*, 20(52). Retrieved September 8, 2003, from General Reference Gold database (Article A55030836).

*Can clocks really dance?* [Brochure], (2003). St. Paul, MN: Pfeffer Company.

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Lettuce, F., & deEstrube, D. (2003). Journal with editors listed. In M. Witthaus and R.J. Martin (Eds.), *Handbook of dancing* (Vol. 3, pp. 355-375). New York: Wiley.

Lewis, R. (1995, December 24). Article from journal on the web. *The Tea Time*, 9(14). Retrieved June 6, 2001, from [http://www.thescientist.com/yr1995/dec/chrono\\_951211.html](http://www.thescientist.com/yr1995/dec/chrono_951211.html)

Title of an article with no author. (1989, March 4). *USA Today*, p. 22.

Waterman, J. (2006, February). Home page. Retrieved February 23, 2006, from <http://www.water.edu/questions>

**No period after the name of the website**

Yeung, A., & Brockbank, W. (1994). Lower cost, higher value: Human resource function in transformation. *Human Resource Planning*, 17(3), 1-16.

Zoe, S. (2005, October 21). Can clocks dance? [Msg. 14]. Message posted to news://sci.clocks.dance

**List References in alphabetical order**

**References begin on a new page. The title "References" is not bold or in italics. There are no extra spaces. The list is double-spaced. Indent lines after first line by half inch.**