

APA: Basic Formatting

The guidelines in this handout reflect student paper recommendations of the American Psychological Association based on the 7th edition of the Publication Manual. If your instructor has specific requirements for the format of your essay, please check with your professor and follow their guidelines. For formatting requirements specific to professional papers and manuscripts submitted for publication, see the Publication Manual, p. 29, section 2.1.

Formatting your paper in APA Style requires correctly formatted margins, typeface (font and size), and line spacing as follows:

Margins	<ul style="list-style-type: none">• 1” margins on all sides of document
Typeface	<ul style="list-style-type: none">• Check with your instructor for any specific requirements. Use the same font throughout the paper. Options include:<ul style="list-style-type: none">○ 12-point Times New Roman;○ a serif font such as 11-point Georgia, or 10-point Computer Modern;○ a sans serif font such as 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode.
Spacing	<ul style="list-style-type: none">• Double-spaced• No additional space between paragraphs
Indentation and Alignment	<ul style="list-style-type: none">• Indent the first line of every paragraph ½”.• Use the tab key for consistent indentation.• All text should be flush left.
Title Page	<ul style="list-style-type: none">• Include paper title, author name(s), institutional affiliation (including department name), course number and name, instructor name, and due date.• Paper title should be in title case, bold, centered, and positioned in the upper half of the title page (e.g. three or four lines down from the top margin).• Include one blank double-spaced line between the title and the author name(s).• All text other than the title should be standard font (not bold text).
Page Numbers	<ul style="list-style-type: none">• Page numbers should appear in the upper right-hand corner of every page.

The information for this handout was compiled from the following source:
American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

Write your own future!

Figure 1

Example of a Student Title Page

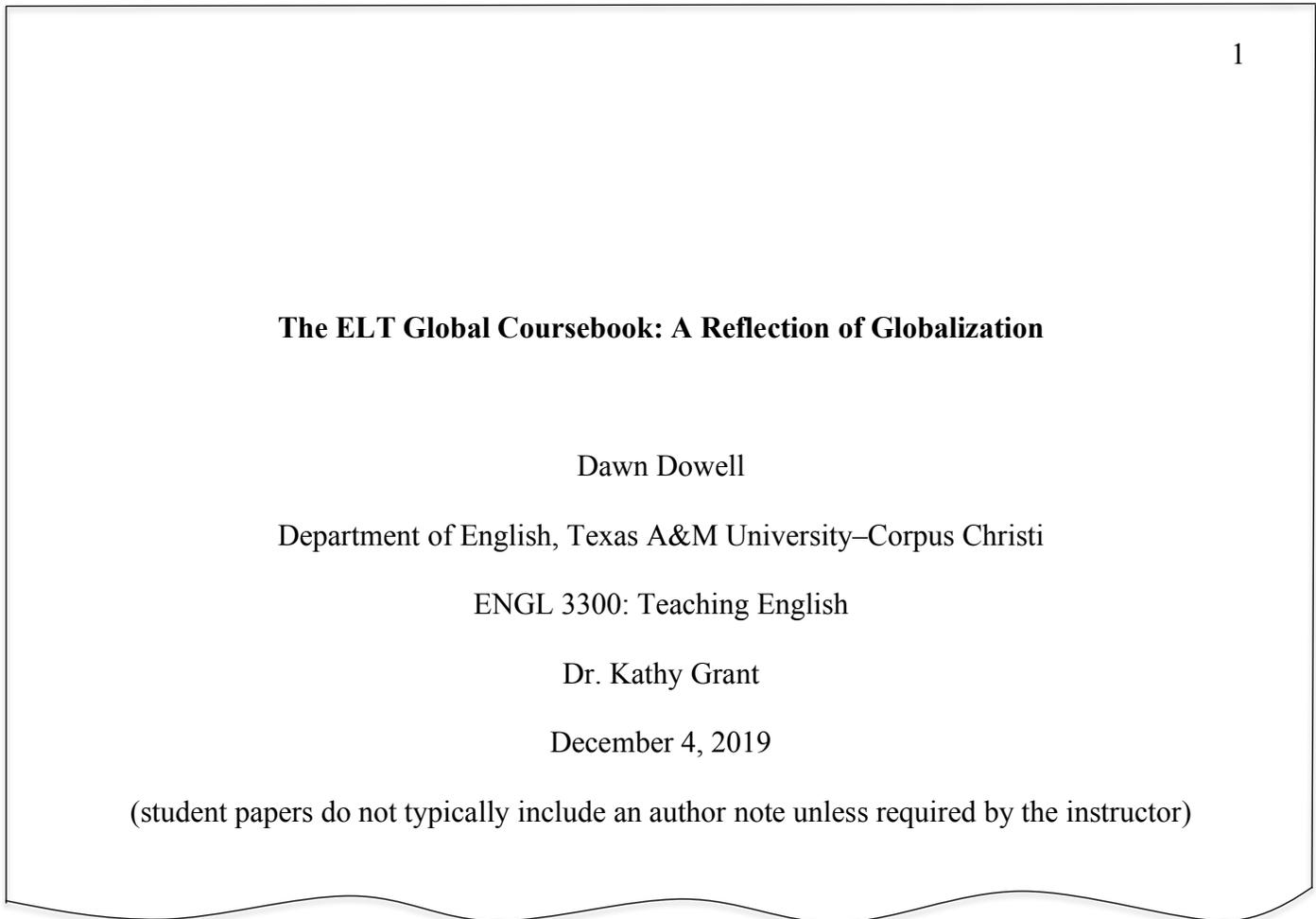
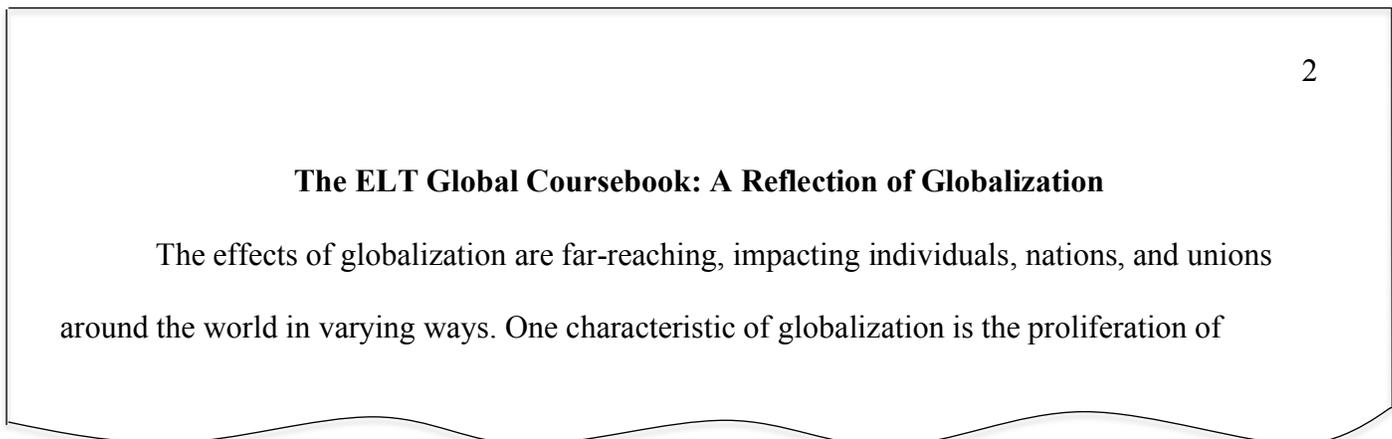


Figure 2

Example of the First Page of a Student Paper



Write your own future!