

# APA: Basic Formatting



The guidelines in this handout reflect the recommendations of the American Psychological Association, based on the 6<sup>th</sup> edition of the APA Handbook. If your instructor has specific requirements for the format of your essay, please check with your professor and follow their guidelines.

Formatting your paper in APA Style requires you to correctly format margins, typeface (font and size), line spacing, and page headers.

<b>Margins</b>	<ul style="list-style-type: none"><li>• 1” margins on all sides of document</li></ul>
<b>Typeface</b>	<ul style="list-style-type: none"><li>• Font: Times New Roman</li><li>• Size: 12-point</li></ul>
<b>Spacing</b>	<ul style="list-style-type: none"><li>• Double-spaced</li><li>• No additional space between paragraphs</li></ul>
<b>Indentation and Alignment</b>	<ul style="list-style-type: none"><li>• Indent the first line of every paragraph ½”</li><li>• Use the tab key for consistent indentation</li><li>• All text should be flush-left</li></ul>
<b>Title Page</b>	<ul style="list-style-type: none"><li>• Include running head, title, author name(s), institutional affiliation, and author note (if applicable).</li></ul>
<b>Header</b>	<ul style="list-style-type: none"><li>• The running head is a short title (50 characters or fewer, including spaces) that appears in the header section of every page</li><li>• The running head should be left-aligned in all UPPERCASE letters</li><li>• On the title page (first page) only, the running head is preceded by the words Running head: SHORT TITLE</li><li>• Page numbers should be right-aligned on all pages<ul style="list-style-type: none"><li>○ All pages should be numbered using Arabic numerals (1, 2, 3...)</li><li>○ Title page is page 1, Abstract is page 2, text begins on page 3</li></ul></li><li>• Use insert function on word-processing program to format headers and page numbers</li><li>• See <i>Creating a Running Header</i> handout for more detailed instructions about how to format your running head</li></ul>

The information for this handout was compiled from the following sources:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author.

American Psychological Association. (2010, November 11). Running head format for APA Style papers. Retrieved from <http://blog.apastyle.org/apastyle/2010/11/running-head-format-for-apa-style-papers-.html>

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# APA: Basic Formatting Models

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See *Creating a Running Header* handout for more detailed instructions about how to format your running head.

Running head: THE ELT GLOBAL COURSEBOOK	1
<p>The ELT Global Coursebook: A Reflection of Globalization</p> <p>Dawn Dowell</p> <p>Texas A&amp;M University – Corpus Christi</p>	

THE ELT GLOBAL COURSEBOOK	2
<p>Abstract</p> <p>Globalization has a direct connection to the English language and this connection needs to be further researched and analyzed within the fields of linguistics and political theory. The global coursebook is</p>	

THE ELT GLOBAL COURSEBOOK	3
<p>The ELT Global Coursebook: A Reflection of Globalization</p> <p>The effects of globalization are far-reaching, impacting individuals, nations, and unions around the world in varying ways. One characteristic of globalization is the proliferation of common modes of</p>	

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