**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 formatting requirements, please 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** | * 1” margins on all sides of document
 |
| **Typeface** | * Check with your instructor for any specific requirements. Use the same font throughout the paper. Options include:
	+ 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** | * Double-spaced
* No additional space between paragraphs
 |
| **Indentation and Alignment** | * Indent the first line of every paragraph ½”.
* Use the tab key for consistent indentation.
* All text should be flush left.
 |
| **Title Page** | * 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** | * 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.).

**APA: Basic Formatting Models**

**Figure 1**

*Example of a Student Title Page*

 1

**The ELT Global Coursebook: A Reflection of Globalization**

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(student papers do not typically include an author note unless required by the instructor)

**Figure 2**

*Example of the First Page of a Student Paper*

 2

**The ELT Global Coursebook: A Reflection of Globalization**

 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