APA Format

What is APA Format?  APA format is the common document style for natural or social science courses, including Psychology, Sociology, Economics, Criminology, Business and Nursing.

Basic Formatting Guidelines

• One inch (1") margins all around
• Double space entire document
• Use 12-point Times New Roman font
• Left justify text
• Include a header with a running head in the upper left corner and page number in the upper right corner
• Center the title and capitalize the first letter of all the main words
• Indent the beginning of each paragraph using one tab
• Space twice after a period at the end of a sentence and space once after periods in a reference citation

Sections of Your Paper

Most APA papers are divided into four (4) sections:

• **Title Page** – Contains a header, title, author name and school
• **Abstract** – Contains brief summary of your paper (150 to 250 words)
• **The Main Body** – Includes the actual essay (If you are writing a lab report, your main body will be broken down into further sections: introduction, method, results, and discussion sections)
• **References** – Includes a list of all of the sources used in your paper

Note: For more information on setting up a paper in APA format, refer to the APA Publication Manual, pages 228-230.

Information is based on the *Publication Manual of the American Psychological Association, 6th Edition*. Individual instructor’s specifications may vary, so check with your instructor before formatting and submitting your work.

Still have questions?  Come see us – SWC L401