Case Study in APA Format

Checklist
Refer to Case Study Sample Paper (APA Formatting) for a fully formatted example.

Cover Page

Header
- On the first page only, “Running head:” should appear before your title. These words should be left-aligned.
- Your title should be included in ALL UPPERCASE LETTERS directly after the words “Running head:”. Only include the entire title if it is less than 40 characters. Otherwise, shorten the title in the header by removing nonessential words.
- Include the page number on the same line as the text, right-aligned.
- All text should be Times New Roman, 12-point font.

Cover Page Content
- Cover page content should be centered on the page.
  - Cover page content should not be aligned to the top of the page.
  - Cover page content also not progress lower than halfway down the page.
- All text should be double-spaced and Times New Roman, 12-point font.
- The title of your paper should appear first.
  - If your title includes a subtitle, the subtitle should appear on the following line. If you do not use a subtitle, the next piece of content will appear on the line after the main title.
- Include your full name on its own line under the title.
- Include your school’s full name on its own line under your name.

Abstract Page
You do not have to include an abstract for case study assignments! Omit the page.
Body of Paper

Header

- Make sure the words “Running head:” do not continue to appear.
- Double check the page numbers to make sure they appear accurately.

Content

- All text should be double-spaced and Times New Roman, 12-point font.
- Restate your title, centered on its own line.
- Include the question number you are answering on the next line. Left-align the question number and set the text to bold.
- Make sure to restate the question as you begin your response in paragraph form.
- Do not forget your In-text citations!
  In parenthesis, list the authors’ last names, the year their book was published, and the page number your quote comes from.
  If any of this appears in a signal phrase, you may omit it from the parenthetical citation.

References Page

- The References page starts on the top of a new page.
- The header from the body of the paper should continue to appear.
- Title the page “References” if you have multiple entries or “Reference” if there is only one entry.
- All citations in your paper must have a corresponding entry on the “Reference” page.
  All works that appear on the “Reference” page must have been cited in your paper.
- All entries are formatted with a hanging indent.
- Entries should be alphabetized.