APA Formatting (6th ed.)

Eastern Florida State College
Melbourne Writing Center
Before You Begin

The American Psychological Association (APA) system of documentation is the style most often used for psychology and other social science courses.

Some slight format variations exist, so please check with your instructor for any clarification.


Common APA Sections

- Title Page
- Abstract
- Main Body
- References
Basic APA Format

Times New Roman, 12 pt font

Left Justify

Double space all text
Basic APA Format Paragraph

Click to open Paragraph Settings

Set spacing “Before” and “After” to 0

Remove spacing after paragraph by checking the box

Don’t add space between paragraphs of the same style
Basic APA Format Page Layout

- Under "Page Layout" tab
  - Click "Margins"
  - Click "Normal"
Creating the Header

"Header & Footer Tools" tab will open

Double-click upper inch of document
Creating the Header Slide 1

In Times New Roman, 12 pt font.
Type Running head: and then IN ALL CAPS a short version of your paper’s full title.

Running head: SHORT TITLE

Check “Different First Page”

Hit the “Tab” key until your cursor is in the far right corner.
Creating the Header Slide 2

Select “Page Number”

Click “Plain Number” to insert page numbers

Click “Close Header and Footer”
Title Page

Always check your instructor’s guidelines for Title Page requirements

Times New Roman, 12 pt font
Center Justify

Center the Title, Student Name, and School name

Paper’s Full Title
Student’s First and Last Name
School Name
Re-setting the Header

APA requires two different headers: one for the Title Page and one for the rest of the paper.

Click the “Insert” tab, then “Page Break” to create the second page.

Follow the same steps as page 8 to create a new page number.
Re-setting the Header Slide 2

Remove “Running head” and leave the shortened version of the paper’s title

Times New Roman, 12 pt font, Left justify

SHORT TITLE
Abstract

The abstract of your paper is often optional. Not all assignments will require that you include it. If your professor requires an abstract, it will be 100-250 words in length, double-spaced, and written in Times New Roman, 12 point font. Abstracts focus on each section of your paper: the introduction, the findings, and the conclusions.
SHORT TITLE

The body of your paper begins directly beneath your full, centered title. As you can notice, every paragraph will be indented by 0.5-inches. The rest of your paper at this point, should follow in a normal structure. The biggest differences from other academic formats will become more apparent when we come to in-text citations and different sections. For the most part, though, you will want to write your introduction like any other. Reserve this paragraph for yourself to introduce your topic and what you will write about for the bulk of your paper.
Hanging Indent

Click to open Paragraph Settings

Under “Indentation,” select “Hanging”
References Page

- Center the title
- Left justify the entries
- Alphabetize the entries
- Double space
- Use “hanging indent”

