# APA Formatting 7th Edition

This handout provides instructions and examples for formatting your paper based on APA 7th Edition. The first page outlines the instructions, and subsequent pages provide examples.

* [Student title page](#student)
	+ Page one in the top right corner of the header
	+ Title of paper should appear in the upper half of the title page (3-4 lines below the page number). Title of paper is bold and centered.
	+ Add one extra blank line space between the title and your name.
	+ Continue with one space between elements.
* [Professional title page](#professional)
	+ In the header, insert the title of your paper in uppercase, flush left (called the “running head”) and page one, flush right.
	+ Title of paper should appear in the upper half of the title page (3-4 lines below the page number). Title of paper is bold and centered.
	+ Add one extra blank line space between the title and your name.
	+ Continue with one space between elements.
* [Formatting basics](#formatting)
	+ Use 1 inch margins.
	+ Include page numbers on every page in the right-aligned header.
	+ Double-space text.
	+ Use Times New Roman 12 pt. font or a font listed on p. 44 in the *APA Manual*.
	+ If you have an abstract, start on a new page after the title page (page 2) and title it “Abstract,” formatted in bold and centered.
	+ On the first body page, include the title of your paper, formatted in bold and centered.
	+ A “running head” on every page is only required for professional papers. See the [professional title page example](#professional) in this handout and p. 37 in the *APA Manual*.
* [Heading levels](#headings)
	+ In order to organize one’s paper and assist with transitions, writers often separate their texts into sections. Common section headings include methods, findings, and implications. APA provides specifications for formatting five “levels” of section headings. Do not include a section heading for “Introduction.”
* [Reference page](#References)
	+ Each source cited in-text must appear on the references page(s).
	+ Start on a new page and include the page number.
	+ If you are writing a professional paper for publication and using a running head, include it.
	+ Title the page “References,” formatted bold and centered.
	+ Alphabetize entries.
	+ Double-space all text

**Title for a Student Paper**

Your Name

Your Department, Institution Name

Course number and name

Instructor name

Due date

**Title for a Professional Paper**

Your Name

Your Department, Institution Name

**Title of Paper**

This page is an example of a first body page formatted using APA’s guidelines. Use 1 inch margins. Include page numbers on every page in the right-aligned header. Double-space text. Use Times New Roman 12 pt. font or a font listed on p. 44 in the APA Manual. If you have an abstract, start on a new page after the title page (page 2) and title it “Abstract,” formatted in bold and centered. On the first body page, include the title of your paper, formatted in bold and centered. Please note that a “running head” on every page is only required for professional papers. See the professional title page example on the front of this handout and p. 37 in the APA Manual.

## Heading Levels

|  |  |
| --- | --- |
| **Level** | **Format** |
| 1 | **Centered, Bold, Title Case Heading**Text begins as a new paragraph.  |
| 2 | **Flush left, Bold, Title Case Heading**Text begins as a new paragraph.  |
| 3 | ***Flush Left, Bold Italic, Title Case Heading*** Text begins as a new paragraph.  |
| 4 |  **Indented, Bold, Title Case Heading, Ending with a Period.** Text begins on same line and continues as a regular paragraph |
| 5 |  ***Indented, Bold Italic, Title Case Heading, Ending with a Period.*** Text begins on the same line and continues as a regular paragraph.  |

**Example using level one, two, and three headings in a methods section**

**Methods**

This section will overview the methods for this project…

**Research Site**

The research site was the University of Louisville…

**Participants**

The participants were first-year students at the University of Louisville…

***Participant Recruitment***

I recruited participants by visiting English 101 classes and explaining my project…

**References**

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