

# APA Formatting 7th Edition

## Title page

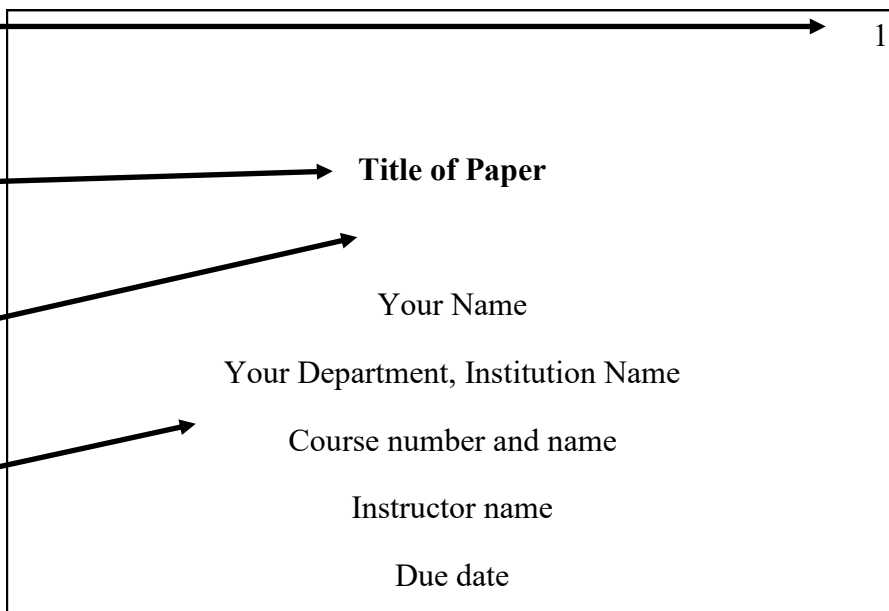
### Student title page

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

TITLE OF PAPER

1

In the header, include 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.

**Title of Paper**

Your name

Your Department, Institution Name

---

# APA Formatting

---

## Formatting Basics

- 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 on the front of this handout and p. 37 in the *APA Manual*.

## Heading Levels

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" because your title is the de-facto section heading.

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

## References Page

- Start on a new page and include the page number.
- Title the page "References," formatted in bold and centered.
- Alphabetize entries.
- Double-space all text.
- Each source cited in-text must appear on the references page(s).