APA Style
Formatting basics

Page Size	8.5" by 11".
Margins	1" on all four sides. Text left justified. Paragraphs indented.
Spacing	Double space at end of every sentence (except references). Double-lined spaced throughout (including references).
Header	Running head flush left. Page number flush right.
Font	Times New Roman, 12 point.
Short quotation	Quotations less than 40 words should be incorporated into the text within double quotation marks ("text").
Long quotation	Four lines or 40 words or more (block quotations), double-spaced block without quotation marks. Indent the entire quote 1/2 inch (generally, one tab). No indentation on the right side.
Sections	Each section of the paper (title page), abstract, body of paper, references, etc.) should begin on its own page. Use Insert>Page Break or CTRL+ENTER to divide your paper into sections.
Major heading	**Centered, Boldface, Uppercase and Lower Case Heading**
Subheading 1	**Flush Left, Boldface, Uppercase and Lower Case Heading**
Subheading 2	**Indented, boldface, lowercase, with a period.**
Subheading 3	***Indented, boldface, italicized, lowercase, with a period.***
Subheading 4	*Indented, italicized, lowercase, with a period.*

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APA Style
Sample Cover Sheet

Margin

1 inch (2.54 cm) on all sides

Running Head

Running head: HOW TO FORMAT AN APA PAPER 1

Page Numbers

Flush right

The running head is a reduced version of the full title of the paper

- Less than 50 characters
- Capitalized (Running head title only)
- Flush left
- On the title page, include the words "Running head." On all other pages, include the reduced title only.

This is a Sample Title Page

Subtitle goes here

Student Name

University Name

Spacing

Double-lined spaced throughout (including references)

Page Size

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APA Style
Sample Formatting

Page Numbers

Margin

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Running Head

The running head is a reduced version of the full title of the paper
- Less than 50 characters
- Capitalized (Running head title only)
- Flush left

THE EFFECTS OF SUGAR CONSUMPTION 3

Is Sugar a Killer? An Evaluation of the Effects of Sugar Consumption

Title

- Full title
- 12 point Times New Roman
- Centered
- Not bold, underlined or italicized

This is a sample APA paper that contains sample text to show you h format your document. This section contains an overall introduction to the paper. When formatting for APA, no "Introduction" title is necessary.

The History of Sugar Consumption

A paper of this nature may begin with an overview of the history of sugar consumption. It is likely that the discussion will include both short quotations: "This sample of a short quotation" (Vappingo, 2017) and long quotations:

> A long quotation exceeds 40 words or four lines. Long quotations are also referred to as "block quotations." They are not surrounded by quotation marks. The entire quote should be indented by 1⁄2 inch (generally, c No indentation is necessary on the right side. (Vappingo, 2017)

Page Size

8.5" by 11".

Spacing

Double-lined spaced throughout (including references)

This is a Subheader 1 Example

This is a subheader 2 example.

This is a subheader 3 example.

This is a subheader 4 example.

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APA Style
The abstract

THE EFFECTS OF SUGAR CONSUMPTION 2

Abstract

If required, the abstract is always placed on page two of the essay or dissertation. The body follows on page 3. The word "Abstract" is centered on the top line (not bold). The abstract begins flush-left, with no paragraph indentation (unlike other styles applied in the main body of the paper. The abstract contains a very brief overview of the paper, the underlying thesis and the main findings of the research. It should not repeat the thesis word for word. The abstract is generally around 150-words long (less than half a paragraph). It should be presented in a single paragraph. Abstracts do not contain any citations or quotations.

Title	**"Abstract" Centered, non-bold.**
Paragraph	**Single paragraph. Flush left. No indentation.**
Purpose	**Brief overview of the thesis and the main findings of the research. Should not repeat the thesis content word for word.**
Length	**Around 150 words (half a page).**
Content	**No quotations or citations.**

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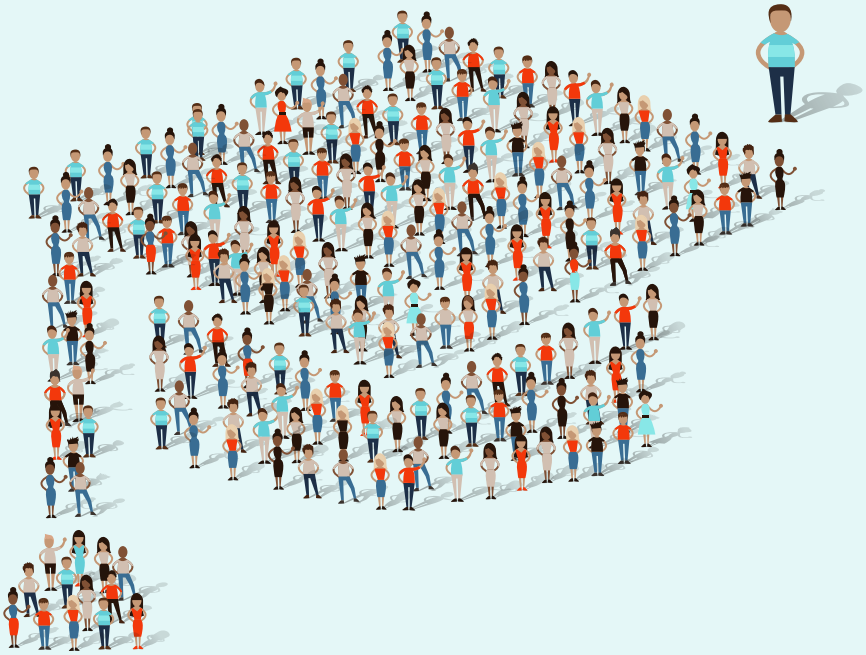

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APA Style *Tables*

Numbered with Arabic numerals

Table 1

Wood the Woodchucks Chucked in Experiment 1

Woodchuck	Wood chucked (in kg)	%
1	423.9	94.2
	73.0	82.9
	47.0	77.1
	411.3	91.4

Note. Each virtual woodchuck received a 450-kg woodpile. Woodchucks 3 and 5 were removed from the analysis because they would not chuck wood.

Title in italics below label

Any explanatory notes should be preceded by the word '*Note.*' in italics

Horizontal lines limited to under the heads and above the note

Table numbers	Tables are numbered with Arabic numerals (Table 1, Table 2, Table 3, etc.) at the top, flush left.
Table title	The table title comes below the table label (Table 1, etc.) and is in italics
Referencing	Always refer to the table within the text: "As shown in Table 1... (See Table 1)"
Length	Horizontal rules (lines) are limited. There is always a rule under the heads and before the note
Content	Any explanatory notes should be preceded by "Note." in italics, flush left. Reference to source included in note.

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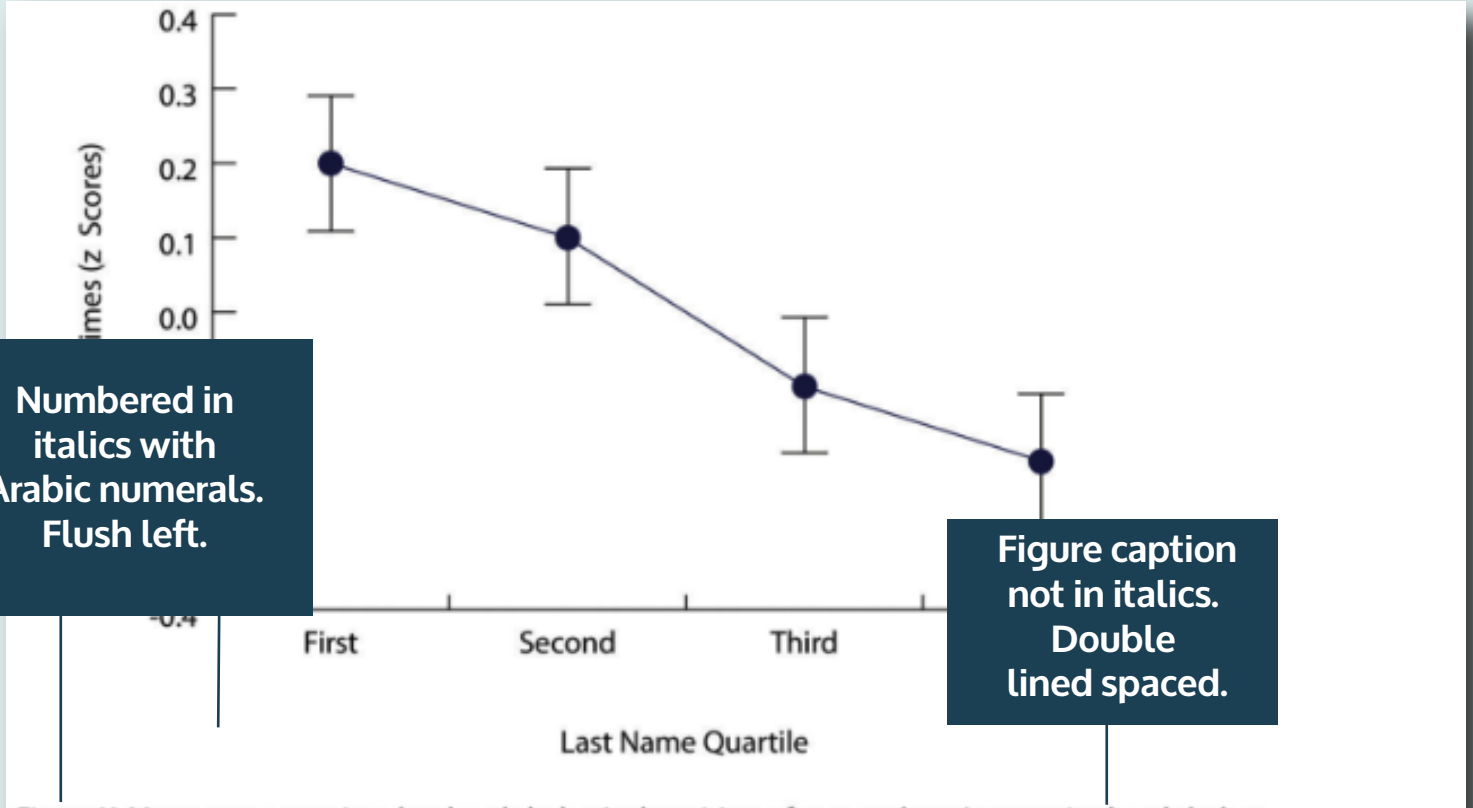
APA Style *Figures*



Numbered in italics with Arabic numerals. Flush left.

Figure caption not in italics. Double lined spaced.

Figure X. Mean response time by the alphabetical position of respondents' names in the alphabet. Response times are expressed as **z** scores. Error bars represent standard errors.

Figure numbers	Figures are numbered with Arabic numerals (1, 2, 3, etc.) just below the figure, flush left and italicized.
Figure caption	Captions under the figure are double-spaced and not italicized.
Referencing	Always refer to the figure within the text: "As shown in Figure 1... (See Figure 1)"

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APA Style References
The basics

PAY FOR COLLEGE ATHLETES 13

References

Jones, S. (2010). An analysis of marketing practices using social networking. *The Journal of Management*, *13*(56), 567-580. Retrieved from http://jom.sagepub.com/

Smith, R. J., & Garcia, Y. (2007). *The principles of statistical sampling*. Boston, MA: Sage Publishing.

Title	"References" Centered, non-bold.
Format	Begin each entry flush with the left margin. If the entry runs more than one line, indent additional lines approximately 1/2 inch.
Purpose	Double space between all lines on the references page. Do not place extra space between each item on the references page.
Order	List each entry alphabetically by the last name of the author, or, if no author is given, by the first word of the title
Content	The references page shows the overall sources used; list only those sources that are documented within the body of the paper using an in-text citation.

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APA Style References

Books

Book	Boorstin, D. J. (1992). *The creators: A history of heroes of the imagination*. New York, NY: Vintage Press.
Book by organization	American Psychological Association. (2001). *Publication manual of the America Psychological Association*. Washington, D.C.
Edited book	Barkley, L., Axelrod, R. B., & Cooper, C. R. (Eds.). (2001). *Sticks and stones and other student essays*. Boston, MA: Bedford/St. Martin's.
eBook	Abbot, E. A. (1884). *Flatland: A romance of many dimensions*. Retrieved from http://www.gutenberg.org/files/201/201-h/201-h.htm
Book chapter	Ngo, L. K. (2001). Cannibalism: It still exists. In L. Barkley, R. B. Axelrod, & C. R. Cooper (Eds.), Sticks and stones and other student essays (pp. 70-74). Boston, MA: Bedford/St. Martin's.

If you create your references page as you find sources, you will always know the correct information for your in-text citations.

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APA Style References

Magazines/ Journals

Article in a book	Aruba. (2014). The World Factbook. Retrieved from https://www.cia.gov/library/publications/the-world-factbook/geos/aa.html
Article from a website	Nine of 30 teams reportedly in violation of MLB debt service rules. (2011, June 2). *Los Angeles Times*. Retrieved from http://articles.latimes.com/2011/jun/02/sports/la-sp-0603- baseball-debt
Article in an online newspaper	Adams, M., & Riruis, L. (2007, May 15). Are steroids a problem on the sandlot? *St. Paul Pioneer Press*. Retrieved from http://www.pioneerplanet.com
Article from a newspaper	Samuelson, R. J. (2003, September 22). The creaky job machine. *The Detroit News*, p. A44.
Article in a printed journal	Fine, M. A., & Kurdek, L. A. (1993). Reflections on determining authorship credit and authorship order on faculty-student collaborations. *American Psychologist*, 48(7), 1141-1147.
Article in an online journal (no DOI)	Anderson, A. (2006). Advice for first time buyers. *Kiplinger's Personal Finance Magazine*, 60(5). Retrieved from http://kiplinger.com/magazine/contents.html
Article in an online journal (with DOI)	Swann, W. B., Jr., Sellers, J. G., & McClarty, K. L. (2006). Tempting today, troubling tomorrow: The roots of the precarious couple effect. *Personality and Social Psychology Bulletin*, 32(1), 93-103. doi:10.1177/-1461672052795

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APA Style
Citation basics

Work by an author	(Boorstin, 1992, p. 2)
Work by two authors	(Cuppy & Steig, 1950, pp. 67-70)
Work by 3-5 authors	(Smit, Hopper, & Jones, 1998, p. 3) then subsequently (Smit et al., 1998, pp. 13-27)
Work by 6+ authors	(Heinman et al., 2000, p. 10)
Work by organization	(American Psychology Association [APA], 2003, p. 3) then subsequently (APA, 2003, p. 13)
No listed author (article)	("Disney Retreats," 1994, p. 49)
No listed author (book)	(College Bound Seniors, 2008, p. 212)

Use quotes when something is part of something else (for example, a journal article title, which is only one article in a journal); use italics for something that stands alone and is not part of something else (for example, a book title or the title of a report that is published by itself).

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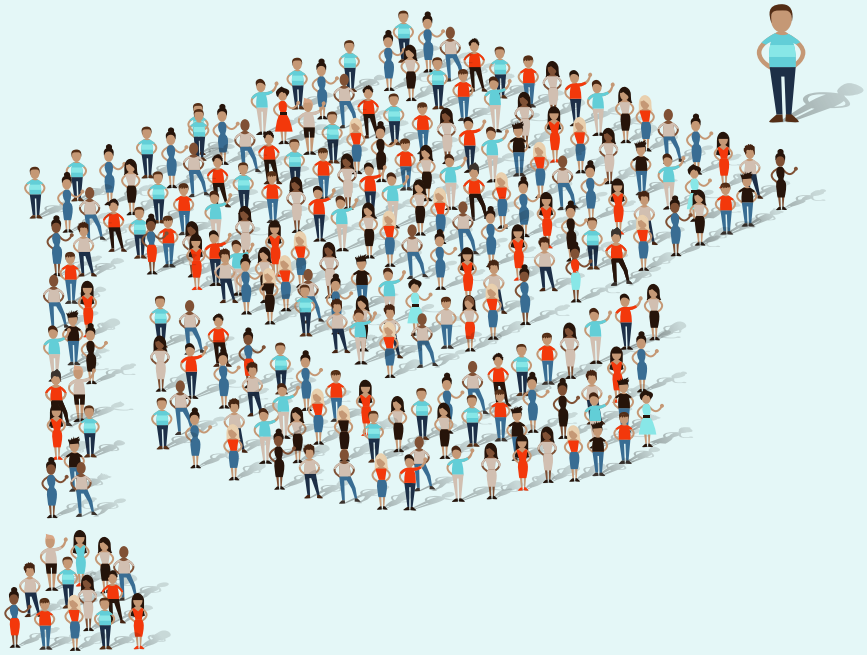

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