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| **Element** | **Formatting Basics** |
| *Line Spacing* | Double space entire document, including reference list. Do not double-double space (i.e. between paragraphs). **(8.03)** |
| *Paragraphs* | Indent the first sentence of a new paragraph 5-7 spaces. **(8.03)** |
| *Font* | Use standard 12-point font. Times New Roman is the APA preferred font. **(8.03)** |
| *Margins* | Use one-inch margins throughout. Align margins flush left and “ragged” right (i.e. don’t align the right margin flush). **(8.03)** |
| *Reference List* | Begin reference list on its own page after the body of the paper. Title page References --capitalized and centered at the top. List references alphabetically by author. Double space and indent all lines after the first of any given reference 5-7 spaces (this is called a hanging indent). Do not double-double space between citations. ANY and ONLY works cited in-text should be included on the reference list. **(6.22-6.26)** |
| *In-text Headings* | Headings must be logical, hierarchical, and consistent. **(3.03)** |
| *Spacing after punctuation marks* | No space after: periods in internal abbreviations (e.g., a.m.).  One space after: commas, colons, semi-colons, periods that separate parts of a reference citation, periods after the initials in first names.  Double Space: after a period that ends a sentence. **(4.01)**  Do not insert periods in: abbreviations in state names, acronyms, metric and non-metric abbreviations. **(see 4.02 for additional rules)** |
| *Running Header* | On the title page, type **Running head:** and the title of your paper (shortened to 50 characters or less and in all capital letters) in the document header. On the same line and flush right type the page number. On all subsequent pages, the title in all caps (without Running head) should appear in the header. **(8.03)** |
| *In-text Citations* | Reference ideas, summaries, and quotes from other works using parentheses (called parenthetical citation) in the body of your paper. The basic format is (Last Name, Year). If the author is named in the sentence only include the year in parentheses. For direct quotes include the page number (Last Name, year, p. #). If you are ending the sentence with parentheses, the period comes after the close parentheses. **(6.11-6.21)** |
| *Special Circumstances* | There is a rule for almost everything in APA and that rule can almost always be found in the APA manual. When in doubt, look it up! |

**Reference List Citation Formatting Basics**

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|  | ***Position A*** | ***Position B*** | ***Position C*** | ***Position D*** | ***Position E*** | ***Position F*** |
| ***Book*** | Author(s): **Last Name, Initials** | Date of Publication: **(Year).** | Title: **Italicized. Only capitalize the first word and proper nouns of title and sub-title. End with a period.** | City of Publication and Publisher:  **City: Publisher. End with a period.** | None. | None. |
| ***Article*** | Author(s): **Last Name,**  **Initials** | Date of Publication: **(Year).** | Title of article: **Capitalize only first word and proper nouns of title and subtitle. End with a period.** | Title of Periodical: **Italicize and capitalize all major words. End with a comma.** | Volume and issue: ***volume number* (issue number). Italicize volume number, do not italicize issue number. End with a comma.** | Pages: **##-##. End with a period.** |