

APA STYLE

FORMATTING

Student Papers

WHAT IS IT?

The American Psychological Association (APA) style is used for formatting and documenting work in a variety of disciplines, including many social sciences. Using APA format correctly increases your credibility as a writer by demonstrating your knowledge of the conventions of your discipline. In 2019, APA updated its manual to include instructions for student papers as well as professional ones.

GENERAL FORMAT

- APA permits the use of a variety of accessible fonts: 12-point Times New Roman, 11-point Calibri, 11-point Georgia, 11-point Arial, 10-point Lucinda Sans Unicode, 10-point Computer Modern.
- Margins should be set to one inch on all sides. Tabs (for indenting) should be set to 0.5 inch.
- APA essays have four distinct sections/elements: 1) Title Page, 2) Abstract, 3) Main Body, and 4) References.
- Although APA does not restrict title length, they encourage titles that are focused and succinct.
- Number each page; the title page is page 1. Although running heads are not required for student papers, check your assignment guidelines to see if one is required.
- Double-space the entire paper.
- Use the singular “they” for people who identify “they” as their pronoun or for a person whose gender is not known.

TITLE PAGE

- Insert the page number (1) at the top of the title page aligned right.
- In the upper half of the page, center the complete title using title case, bolded (**Reconstruction of the Globe**).
- Skip one double-spaced line between the title and your name.
- Under the blank line, center your name (first, middle initial, last).
- Under your name, center the department name and your institutional affiliation (Department of History, Kennesaw State University).
- Include the course number and name (HIST 4100: History of England).
- Add your instructor’s name (Dr. George Boyd).
- Assignment due date (March 23, 2023)

ABSTRACT

An abstract provides a brief overview of a paper; consult your specific guidelines to determine if one is required. Student papers usually do not include abstracts. If you are required to include an abstract, center the word **Abstract** on the second page in bold text. Begin the abstract on the next line without indenting. An abstract consists of one paragraph of 150-250 words. If you are required to include keywords, indent the first line after the abstract, write *Keywords* in italics, followed by a colon. After the colon, list 3-5 keywords representative of paper.

MAIN BODY

- All pages include page numbers.
- On the first page of the body of your essay, center your title in upper and title case, bolded.
- On the next line, begin the body of your paper; indent the first line of all paragraphs.
- APA specifies five distinct heading levels. Use Level 1 headings for sections, Level 2 for subsections, Level 3 for subsections of subsections, etc., according to the following formatting:
 - LEVEL 1: **Center, Bold, Title Case Heading** (Begin text as a new paragraph.)
 - LEVEL 2: **Left-align, Bold, Title Case Heading** (Begin text as a new paragraph.)
 - LEVEL 3: **Left align, Bold Italic, Title Case Heading** (Begin text as a new paragraph.)
 - LEVEL 4: **Indent, Bold, Title Case Heading, Period.** Begin body text on same line.
 - LEVEL 5: **Indent, Bold Italic, Title Case Heading, Period.** Begin body text on same line.
- The APA Manual specifies the following stylistic conventions for writers:

- *Past tense* is used to discuss previous/published research including, literature reviews, method sections, and reports of results (i.e., write “Durante found” not “Durante finds”).
- *First person point of view* is appropriate when discussing your research and avoids attributing actions to your paper or study that only a person could do (i.e., write “I conclude” not “the study concludes”). However, do focus on the research as much as possible (i.e., write “the data demonstrated” rather than “I demonstrated”).
- *Active voice* is preferred (i.e., write “lunar data contradicted participant accounts” not “participant accounts were contradicted by lunar data”).

• **REFERENCES**

- The reference page comes immediately after the main body. Center the word "References" on the first line.
- Begin entries on the next line using hanging indentation (first line of each entry is aligned left; subsequent lines are indented).
- Alphabetize all entries (last name, first initial) by the last name of the first author of each work.
- Include every source cited in the paper; do not list sources not cited in the paper.
- Refer to our *APA-CITING SOURCES* *handout to format both in-text citations and reference entries.*
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EXAMPLES

