

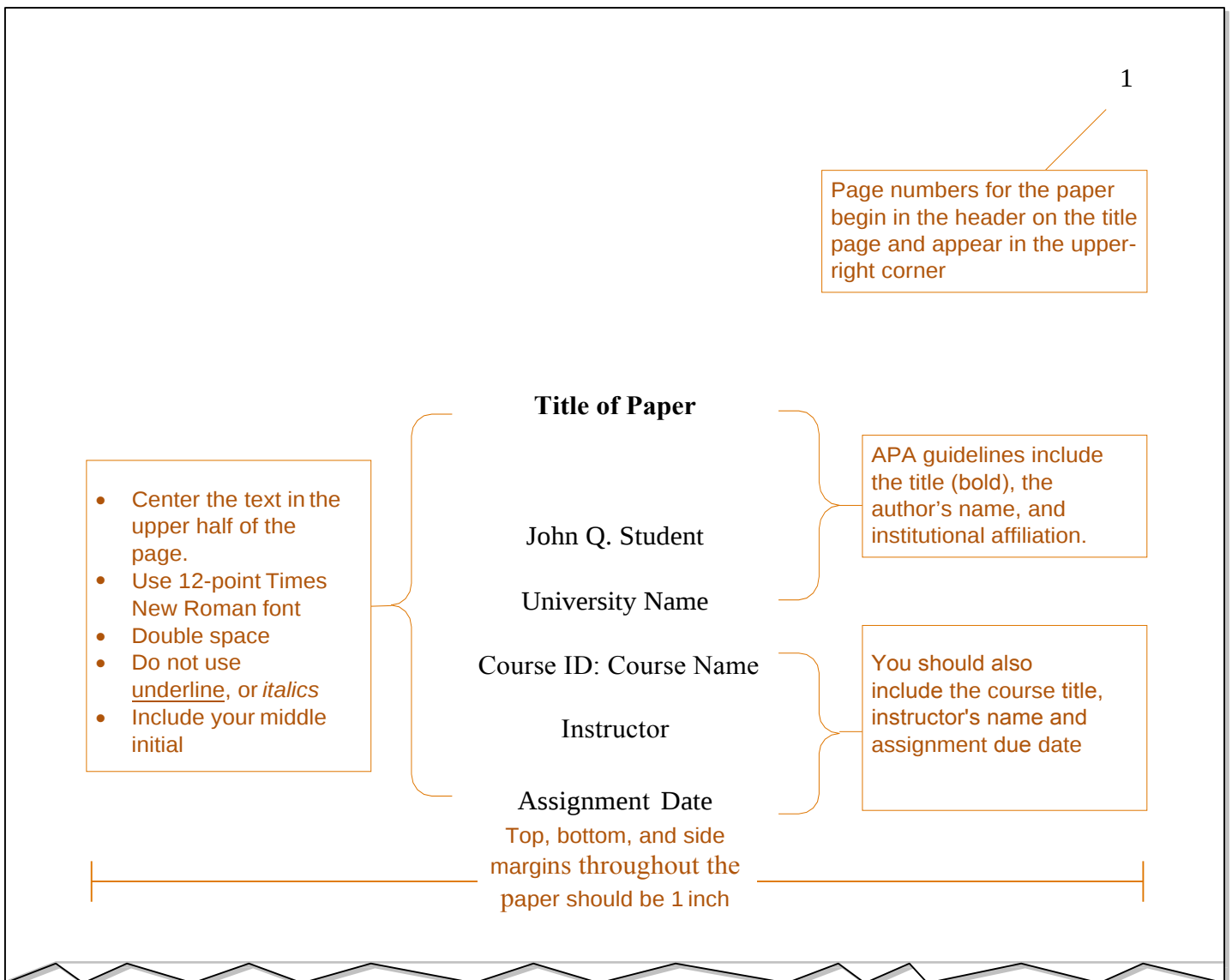
APA-Style Formatting Guidelines for a Written Essay

When you format a paper in APA style, there are some basic formatting rules. Each page should have 1-inch margins all around and double-spaced lines. APA allows for a number of different fonts, but we recommend you use 12-point, Times New Roman font.

Title Page

Your APA-style title page will include:

- A page number
- The title of your paper in bold
- Your Name
- Your institution (university)
- The course ID:course name
- The instructor's name
- The assignment due date



The Body of Your Paper

There are several things to remember when you are formatting the main body of your paper:

- 1-inch margins all around
- 12-point Times New Roman font in double-spaced lines
- The page number
- Your full title centered on the first line in **title case**
- Indent the first line of each paragraph
- Include in-text citations for quoted, paraphrased, or summarized material from others

Page numbering that began on your title page

2

First line indented

Full Title of Essay

Full title centered and in title case

Start your first paragraph here. This is the introduction paragraph. Here you want to introduce your topic and grab the reader's attention. Your introduction paragraph should be 4–6 sentences long and will include your thesis statement. Remember, the thesis statement states the main focus or main idea of the entire essay and is normally the last sentence in the introduction; however, more importantly, it should be obvious what your thesis statement is.

Indented

Begin the second paragraph here. This is your first body paragraph. Paragraphs should be between 5–12 sentences. Your body paragraphs should begin with the paragraph's topic, which is the topic sentence. This topic sentence explains the main focus of this paragraph, and should clearly relate to your thesis statement. Next, you will include supporting details. If you are using outside sources (research) to lend credibility to your details, this is where you should include them; most importantly, this is also where you use in-text citations to cite other people's ideas from your sources (Author, date). Finally, the last sentence of a body paragraph concludes the paragraph and refers back to the paragraph's main focus.

The References Page

Like the other pages in your paper, the References page will include basic APA-style page formatting. Guidelines specific to the References page include:

- The word “References” should be centered and in bold on the first line
- Alphabetize the entire list using the authors' last names
- If you are using multiple works by the same author, list the entries in chronological order, beginning with the earliest work
- Each source you cite in a paper must correspond to a related reference on your References page
- Each reference on your References page must be cited somewhere in your paper
- References that stretch to two lines require a hanging indent

The diagram illustrates the formatting of a References page. At the top right, the page number '7' is shown. The word 'References' is centered at the top of the page. Below it, three reference entries are listed, each with a hanging indent. The first entry is by Berrett, D. (2014), the second by Doe, J. (2014), and the third by Heath, J. (2007). Annotations with leader lines point to various formatting elements: 'Page numbering that began on your title page' points to the page number '7'; 'Sources appear in alphabetical order based on the author's last name' points to the list of references; '“References” should be in bold and centered on the first line' points to the word 'References'; 'Hanging indent for references exceeding one line' points to the indented first line of the third reference; and 'Top, bottom, and side margins throughout the paper should be 1 inch' points to the margins of the page.

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References

Sources appear in alphabetical order based on the author's last name

Page numbering that began on your title page

“References” should be in bold and centered on the first line

Hanging indent for references exceeding one line

Top, bottom, and side margins throughout the paper should be 1 inch

Berrett, D. (2014). Dissecting the classroom. *The Chronicle of Higher Education*. <http://chronicle.com/article/Dissecting-the-Classroom/144647/>

Doe, J. (2014). Citing sources: Finding a way to cut through the confusion. *The Journal of Exceptional Instruction*, 8(4), 78.

Heath, J. (2007). An adversarial ethic for business: Or when Sun-Tzu met the stakeholder. *Journal of Business Ethics*, 72(4), 359–374. <https://doi.org/10.1007/s10551-006-9175-5>