

Faculty of Community Services

Academic Support & Resource Centre

APA Format: General Formatting, Title Page & Abstract

What is APA, anyway? The American Psychological Association created the original APA guidelines in 1929, to standardize scientific writing style to make it easier to read and understand. When this style is used, readers know exactly where to look for important information.

What do I have to do? APA style is incorporated into many aspects of your paper – the font, the margins, the section headers, the title page, and, of course, the references. Follow the guidelines below for an overview of some important aspects of the APA format.

GENERAL FORMATTING

- Double space everything. This includes the title page and the reference list.
- Use 1” margins on all sides.
- Use a clear, easily readable font. The recommended style is 12 point Times New Roman.
- Create a page header. On the title page, this should read “Running head:” followed by a shortened version of the title of your paper in capital letters. On subsequent pages, the page header should just include the shortened title in capital letters. This text should be flush to the left side of your paper.
- Add page numbers to the header, flush to the right side. The title page should have a page number.
- Organizing your paper into sections? Use the guidelines for headings found here: <https://owl.english.purdue.edu/owl/resource/560/16/>

TITLE PAGE

- The title page should contain the title of the paper, the author's name, and the institutional affiliation.
- You may also include additional information. Check your assignment guidelines to see if your professor requires additional information.

ABSTRACT

(Check if your professor requires an abstract.)

- The abstract should be on its own page.
- On the first line of the abstract page, center the word “Abstract” (no bold, formatting, italics, underlining, or quotation marks).
- Beginning with the next line, write a concise summary of the key points of your research (do not indent). Your abstract should contain at least your research topic, research question, methods, results, data analysis, and main conclusions in 150 to 250 words.
- You may also want to list keywords from your paper in your abstract.
- ✓ To do this, indent as you would if you were starting a new paragraph, type *Keywords:* (italicized), and then list your keywords. Listing your keywords will help researchers find your work in databases.

This is a valuable resource that covers all aspects of APA formatting (and was adapted for this handout):

Paiz, J.M., Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., . . . Keck, R. *APA style*. Retrieved from <https://owl.english.purdue.edu/owl/section/2/10/>