APA Style Tips

General Tips

• Double space text
• Use 12-point, Times New Roman font
• Do not use contractions
• Set page margins to one inch
• Write in the past tense
• Remove bias language
• Use two spaces after a sentence
• Use serial comma in lists of three or more items (item 1, item 2, and item 3)
• Numbers below 10 are written out
• Text is left-aligned (ragged right)

Sections

• APA papers include four major sections: Title Page, Abstract, Main Body, and References.

Title Page

• Include Title (12 words or less preferred), Author’s Name and Institution’s name.

• In the header include: Running head: TITLE OF PAPER, on subsequent pages drop Running head: and simply use TITLE OF PAPER. TITLE OF PAPER should be 50 characters or less.

Abstract

• First line of page, center the word Abstract.

• On next line (no indentation) write a concise, 150-250 word summary of key points of your research.

Main Body

• APA Style uses an author-date citation system. In the body of the text, citations look like this: Text being cited (Author, year). For direct quotes also include page or location number.

• On second reference works containing 3-5 authors are cited Author et al. (year).

• First reference citations include last names: Author1, Author2, and Author3 (year).

References

• Works being cited are listed in alphabetical order based on author’s surname. All citations are to be included in list and use the hanging indent.