

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.