APA TERM PAPER FORMAT

Basics

- Use 12-point type in Times New Roman (or a similar plain font)
- Double-space the entire paper (including title page, block quotations and references page)
- Indent each paragraph

Running Head

A "running head" appears at the top left of every page—including the title page and references page. Place it in the header area (within the upper margin space). The running head is a shortened version of your paper's title (maximum 50 characters) typed in capital letters.
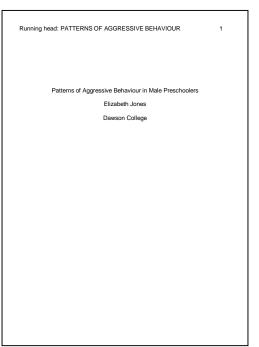
It is labeled with the phrase "Running head:" as shown below—*on the title page only.*

Page Numbering

Page numbers are placed in the header space at the right, opposite the running head (on the same line). The title page is page 1; all the following pages are numbered, including the references page.

Title Page

- In the header space, at the left-hand margin, type "Running head" followed by a full colon. Then type the running head itself in capital letters.

- Place the number 1 (your page number) at the opposite end of the same line.

- In the upper half of the page, centre the full title of your paper, capitalizing only first letters as necessary.

- Leave one blank space below the title, and type your name. Leave one space below that, and add the name of the college.

- Everything on the title page must be in 12-point type, with nothing underlined or in bold.

> Running head: PATTERNS OF AGGRESSIVE BEHAVIOUR   1
>
>
> Patterns of Aggressive Behaviour in Male Preschoolers
> Elizabeth Jones
> Dawson College

Note: This model shows a standard APA title page—designed for publications rather than college papers. You might be asked to include additional information such as course, teacher's name, due date, student number, etc. Check with your teacher.

Page 2

- The actual text of your paper begins on page 2 (on page 3 if you are including an abstract).

- The running head and page number appear in the header space.

- Type the full title of your paper; then leave one blank space, indent, and begin typing the text of your paper, double-spaced.

- Be certain to include APA citations to identify the sources of all research information.

Subsequent Pages

- Continue the text of your paper on the following pages, with the running head and page numbers in the header space.

- Indent each paragraph using the tab key once (but do not leave extra space between paragraphs).

Quotations

Quotations of less than 40 words are presented in quotation marks within the text of the paper, followed immediately by a citation. If a period or comma is needed, it *follows* the citation.

Quotations of over 40 words are set off with double indentation from the left margin. (Use the tab key twice.) If your quotation includes the opening line of the author's paragraph, indent that line additionally. Block quotations are double-spaced, with a single blank space above and below (no extra spacing). They normally close with a period which comes *before* the citation.

Both forms of quotation are illustrated in the page model above.

Subheadings

College papers are often written without subheadings. However, if your teacher recommends them, centre them in **bold** (same font and type size as your text). If sub-subheadings are used, they are placed at the left-hand margin in bold.

Leave one blank space above and below each subheading or sub-subheading.

References Page

All your research sources msut be listed in bibliographic form on a separate page at the end of the paper. This page includes the running head and a page number.

Centre the heading "References" at the top, and enter every source used in your research. Arrange the entries in alphabetical order by first letter. Double-space the entries, leaving one blank space between each one. For a format model, see "APA References Page Format" (Handout 2.E2).

Note that each entry in your references list must be done with close attention to APA guidelines. See the Academic Skills Centre handouts (E2.3 and E2.4), or refer to the APA *Publication Manual*.