



Illinois Valley Community College
Writing Center

APA PAPER FORMAT

The rules below are in accordance with the Publication Manual of the American Psychological Association (6th ed.). Consult the APA manual in the IVCC Writing Center or in Jacobs Library if you have more questions.

Title Page, Running Head, and Page Numbers. Your paper should include a title page with these items:

- A shortened version of your title, flush left, in all capital letters, labeled Running head:
- A page number, flush right
- Your full title, centered
- Your name and college affiliation double-spaced and centered below the title

All pages, including the title page, abstract (if required), and References page, should be numbered in the upper right corner. The shortened version of the title appears on all subsequent pages as well, but without the label Running head.

If your instructor asks you to omit the title page, then include your name, the class, the instructor, and the date on the top, left-hand side of the first page on double-spaced lines. Center your title on the following double-spaced line, and begin your essay on the next double-spaced line.

Formatting the Running Head and page numbers in Word 2007. Use the Header tool to add these items in Word. Typing them in manually will make it difficult to keep your formatting correct. Follow these instructions so that the header will appear different on the title page from on the second and subsequent pages.

1. On the first page, double-click near the top of the page. This will bring up the Header toolbar.
2. Click the box labeled Different First Page.
3. Choose Page Numbers, then Top of Page, then Page Number 3 to insert the page number.
4. Type Running Head: and then a shortened version of your title in all capital letters, about two or three words. Press Tab as needed to move the running head to the left. Close the header tool.
5. Place your cursor on the second page, in the header box.
6. Choose Page Numbers, then Top of Page, then Page Number 3 to insert the page number.
7. Type the shortened title in all capital letters (do not write Running head:) and Press Tab as needed to move it to the left.
8. Click the red X in the Header toolbar to close the header.

Font. Use Times New Roman 12-point font.

Margins. Use 1-inch margins. Do not align the right margin. To set the margins in Word 2007, choose Margins in the Page Layout menu.

Line Spacing. Double-space the entire document.

Indenting. Indent the first line of each paragraph $\frac{1}{2}$ " by pressing the Tab key once.

Section Headings. If required or encouraged by the instructor, use headings to highlight new sections in the paper. Many papers will contain sections like Method, Results, and Discussion. Headings should be centered and in boldface type. Capitalize all words except articles (a, an, the), conjunctions (and, but, or, etc.) and prepositions (in, on, to, etc.) unless they are the first word of a title or subtitle.

References. Include a References page if you cited sources in the paper.

Flip the page
to see sample
pages in APA
style.



