General APA Guidelines

Your essay should be typed, double-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides. You should use a clear font that is highly readable. APA recommends using 12 pt. Times New Roman font.

Include a **page header** (also known as the "**running head**") at the top of every page. To create a **page header/running head**, insert page numbers flush right. Then type "TITLE OF YOUR PAPER" in the header flush left using all capital letters. The **running head** is a shortened version of your paper's title and cannot exceed 50 characters including spacing and punctuation.

Major Paper Sections

Your essay should include **four** major sections: the **Title Page**, **Abstract**, **Main Body**, and **References**.

Title Page

The title page should contain the **title** of the paper, the **author's name**, and the **institutional affiliation (school)**. Include the page header (described above) flush left with the page number flush right at the top of the page. Please note that on the title page, your page header/running head should look like this:

Type your **title** in upper and lowercase letters centered in the upper half of the page. APA recommends that your title be no more than 12 words in length and that it should not contain abbreviations or words that serve no purpose. Your title may take up one or two lines. All text on the title page, and throughout your paper, should be double-spaced.

Beneath the title, type the **author's name**: first name, middle initial(s), and last name. Do not use titles (Dr.) or degrees (PhD).

Beneath the author's name, type the **institutional affiliation**, which should indicate the location where the author(s) conducted the research.

Running head: PURDUE ONLINE WRITING LAB SAMPLE TITLE PAGE   1

The Purdue Online Writing Lab's Sample Title Page:

Following the American Psychological Association's Guidelines

Purdue Pete

Purdue University

Abstract

Begin a new page. Your abstract page should already include the **page header** (described above). 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 essay. (Do not indent.) Your abstract should contain at least your essay topic, thesis, discussion points and conclusions. You may also include possible implications of your analysis. Your abstract should be a single paragraph double-spaced. Your abstract should be between 100 and 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.

PURDUE ONLINE WRITING LAB SAMPLE TITLE PAGE   2

Abstract

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Keywords: lorem ipsum, nulla vitae

In-Text Citations

For the purpose of this paper, you will include the author's name in parenthesis along with the page number of the quote. It may look like this (McCarthy, 199).

Reference page

This is where you include a full citation of all references used in your paper. How this is formatted will be dependent on the types of sources you use, so please refer to the following [website](#) for a list of citation information.