



Tips for Writers • APA Style Sheet

This style sheet was compiled by the staff of The Tutoring Center and highlights basic elements of APA formatting. It is **not** intended to be inclusive of all APA elements. For more detailed information, consult the most current edition of the APA Publication Manual, visit Purdue University's Online Writing Lab (the Purdue Owl), or ask a tutor for assistance. Individual instructors may alter their requirements from the standard APA guidelines.

Format

The basic format of an APA paper includes the following:

- ✓ The font Times New Roman, size 12, double spaced and alignment flush left
- ✓ 1-inch margins all sides
- ✓ Paragraph indentations of ½ inch

Running Head

The running head is a shortened version of the title and includes the following:

- ✓ No more than 50 characters, including spaces and punctuation
- ✓ Typed in all-caps
- ✓ 'Running head' phrase on title page only; title only on remaining pages

Title Page

- ✓ The font Times New Roman, size 12, centered
- ✓ No bolding or all-caps type
- ✓ Includes Title, Author, and Institution (name of college/university), each on separate lines

Block Quotes

Quotations that exceed 40 words must be in block format, which includes the following:

- ✓ Additional ½ inch indent from existing left margin
- ✓ Double-spaced text
- ✓ No quotation marks necessary
- ✓ Citation given after punctuation
- ✓ Additional ½ inch indentation if multiple paragraphs

In-Text Citations

In-text citations must include author's last name and the year of publication. Page numbers are required for quotations but not paraphrase or summary (default to instructor preference). Year of publication only may be given if the author's name is mentioned in the same sentence or section of the text.

The research showed that students often skimmed over information too quickly (Smith, 2013).

Smith's (2013) research showed that students often "skimmed over information too quickly" (p.120).

References

All sources cited in the text should be listed in alphabetical order on the References page.

Satalkar, B. (2010, July 15). Water aerobics. Retrieved from <http://www.buzzle.com>

James, H. (1937). The ambassadors. New York, NY: Scribner.