Introduction to APA Format

The following guidelines are suggested by the *Publication Manual of the American Psychological Association – 6th Edition*. Copies of the manual are available in the Academic Resource Center along with specific handouts regarding APA style.

Format

Preferred typeface is Times New Roman, with 12-point font size
Double space between all text lines
Do not add additional spaces between paragraphs
1" margins at top, bottom, left and right of every page
Length of line is maximum of 6 ½ inches
Do not justify lines – leave right margin uneven or ragged
Do not use the hyphenation function to break words
Indent the first line of every paragraph (5-7 spaces or ½ inch)
The first line of abstracts and block quotes are not indented
Paragraphs should never run one complete page – break them up

Title/Page #s

Title of work should be centered on title page – no longer than 12 words
Insert on the left side in header – Running head: ABBREVIATED TITLE
Also in the header is page 1
Following the centered title include author by-line, institutional affiliation, and author note (course number, etc.)
Number all pages starting with the title page and including reference page, tables, figures and appendices.

Writing Style

Bulleted lists are now acceptable within a sentence to separate three or more elements
First person "I" or "we" can only be used when referring to experiments or a work
Reduce gender bias – only refer to authors being cited by last name
Use active voice rather than passive (NO: *The survey was conducted by…* YES: *Scientists conducted the survey in…)*
Use past tense to express action or condition at definite time in the past (NO: *Smith presents similar…* YES: *Smith presented similar…)*
Insert one space after commas, colons, semi-colons, and periods in the Reference citations and after initials in personal names
Use figures to express number 10 and above (*12 cm wide, remaining 10%)*
Use words to express numbers below 10 (*one-third of the class)*
Use words for any number that begins a sentence (Twelve students…)