

ORGANIZATION

APA FORMAT (GENERAL)

EXPLANATION AND EXAMPLE

The American Psychological Association (APA) 6th edition has specific guidelines for the overall formatting of written work. Below, you will find explanations for APA's formatting requirements, examples, and explication for how to create the necessary components in Microsoft Word.

- **MARGINS**

APA requires 1" Margins on all sides. To set this up:

1. Access the **Layout** tab within Microsoft Word
2. Select **Margins**
3. Choose **Normal**: Top, Bottom, Right, and Left at 1"

- **FONT**

APA recommends using 12-point Times New Roman font. If you choose to use another font, it is recommended that you maintain consistency throughout your paper in font and size.

NOTE: Writers should be aware that Microsoft Word automatically defaults to Calibri for the most part. When inserting headers, table captions, and figures/appendices, you will need to adjust the font of the inserted text from Calibri 11-point font to Times New Roman 12-point font.

- **SPACING**

APA requires one space after the final punctuation of one sentence and the first word of the following sentence in final manuscript drafts. Students may use two spaces in manuscript drafts to enhance the document's readability.

APA also requires double spacing throughout the paper. To set this up:

1. Access the **Home** tab within Microsoft Word
2. Within the **Paragraph** sub-section (mid menu bar), select the icon with arrows pointing up and down for **Line and Paragraph Spacing**
3. Choose **2.0** to create double spacing

It is recommended that you complete this step at the beginning of your paper to avoid formatting errors.

- **HANGING INDENT**

APA requires hanging indents for references. A hanging indent is a format for indenting the second and subsequent lines of reference entries by 0.5 inches. Here is an example:

Fernández-Ríos, L., & Buena-Casal, G. (2009). Standards for the preparation and writing of Psychology review articles. *International Journal of Clinical and Health Psychology*, 9(2), 329-344.

Sometimes, Microsoft Word formatting can cause trouble for writers by indenting all lines of the reference by 0.5 inches. To solve this formatting issue, hold **CTL + Tab** to break the automatic formatting problem.

- **SAMPLE FORMATTING**

You can reference a visual sample of these guidelines here:

<http://www.apastyle.org/manual/related/sample-experiment-paper-1.pdf>

By accessing this link, you may peruse the APA Style Manual's *Sample Manuscript Structure and Content* paper.

WHERE TO FIND MORE INFORMATION (APA MANUAL P/SECTION)

For more information about formatting for APA Style, see pages 228-230 of the Publication Manual, Sixth Edition (Preparing the Manuscript for Submission 8.03).

ADDITIONAL RESOURCES

Additional online resources for APA formatting can be found at:

- The Purdue OWL's APA Formatting Guide:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
- The Purdue OWL's APA Vidcast Series on Youtube:
https://www.youtube.com/playlist?list=PL8F43A67F38DE3D5D&feature=edit_ok
- The APA Style Guide's sample paper and formatting guidelines:
<http://www.apastyle.org/manual/related/sample-experiment-paper-1.pdf>

APA HEADINGS

EXPLANATION AND EXAMPLE

APA recommends the use of **headers** to organize the elements of a manuscript. Below you will find the recommended elements along with their header levels and formatting guidelines.

- **ELEMENTS**

APA recommends the following elements of a Manuscript: a cover page, abstract, introduction, method, results, discussion, references, appendices and supplemental materials. These elements are considered Level One headers. Formatting for headers follows below.

- **LEVEL OF HEADINGS**

APA provides formatting guidelines for five levels of headers. The main sections of the paper begin with Header Level One, and all subsequent subsections proceed with Header Levels Two-Five. Here is a table to explicate the header levels and their formatting:

Header	Format	Use
Header Level 1	Center, bold, and capitalize your text	Main Manuscript Elements/Sections
A Sample APA Level 1 Header Sentence begins here....		
Header Level 2	Left-align, bold, and capitalize your text	Level 1 Subsections
A Sample APA Level 2 Header Sentence begins here....		
Header Level 3	Indent (tab), bold, capitalize the first word only, use final punctuation	Level 2 Subsections
A sample APA level 3 header. Sentence begins here....		
Header Level 4	Indent, bold, italicize, capitalize the first word only, use final punctuation	Level 3 Subsections
A sample APA level 4 header. Sentence begins here....		
Header Level 5	Indent, italicize, capitalize the first word only, use final punctuation	Level 4 Subsections
A sample APA level 5 header. Sentence begins here....		

NOTE: when creating your document, you may select **New from Template** in Microsoft Word and download an APA 6th edition research paper template with headers preinserted by searching “APA”.

WHERE TO FIND MORE INFORMATION (APA MANUAL P/SECTION)

For more information about formatting for APA Style, see page 62 of the Publication Manual, Sixth Edition (Organizing a Manuscript with Headings 3.02, Levels of Heading 3.03).

ADDITIONAL RESOURCES

Additional online resources for APA formatting can be found at:

- The Purdue OWL's APA Header Guide:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_headings_and_seriation.html
- The Purdue OWL's APA Vidcast Series on Youtube:
https://www.youtube.com/playlist?list=PL8F43A67F38DE3D5D&feature=edit_ok
- The APA Style Guide's sample paper and formatting guidelines:
<http://www.apastyle.org/manual/related/sample-experiment-paper-1.pdf>