Designing a Paper According to APA Format

APA format is used primarily in science-based courses, including the social sciences. The American Psychological Association determines formatting for academic essays and published works at universities and colleges around the world. There are some simple rules to remember when using APA format.

General formatting guidelines cover spacing, font, and information requirements. Your paper must have one-inch margins at the top, bottom, and both sides of the page. The entire document should be double-spaced, as demonstrated here. Acceptable fonts are Times or Times New Roman font, 10 to 12 point size. Use the header function in the word processing program to place a shortened version of the title and the page number in the upper right corner of the page. The heading appears in the upper left corner, and includes your name, the course, the instructor’s name, and the date, as shown above. Don’t forget to center your creative title after the heading. Your instructor may require the heading information and title on a title page.

When writing a paper with research-based evidence, it is also important to accurately cite your sources. For example, the information contained in the paragraph above is listed in many writing handbooks, but you should indicate the exact source by citing the author’s last name and the date of the publication in parentheses behind the sentence containing the information, as shown here: (Hacker, 2008, p. 166). Include this parenthetical information inside of the sentence, placing the period behind it. It’s very important that the name in the parentheses matches up with a name in the References page, as shown on the back of this document.
References


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