

The Writing Center @ KUMC

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The APA Paper Format

For those of you still using the sixth edition of APA, here are some simple steps to formatting your papers. Be advised that the seventh edition is now required in many classes, so you may want to familiarize yourself with the new changes. We recommend you visit <https://apastyle.apa.org/blog/transition-seventh-edition>. The following info is intended to be basic.

General Format

- Open a new file in Word.
- Click the **Home** tab on the ribbon, then go to the *Styles* section and click "No Spaces."
- Go to the *Font* section and select Times New Roman and 12-point font from the pulldown arrows.
- Go to the *Paragraph* section and hover the cursor until you find the "Paragraph and Line Spacing" function, then click the pulldown arrow and select 2.0 (double-spaced) for the entire document.
- Go to the **File** tab, click, select "Save As," choose the appropriate folder from your PC or Mac, then name your file descriptively and with a date.

Title Page

- The first page of your document is the title page. It requires **two** things.
- The running head: This should be found on *every* page. It contains the words "Running head" + colon + title of your paper in capital letters (flush left) and page number, i.e., Arabic numeral only (flush right). Use a shortened version of the title if it is **longer than 50 characters**.
- Close header and go to the first line of the page. Hit Return/Enter about seven times before you start typing again.
- Type the info for your class, centered: title of paper, your name, name of your course, name of instructor, course number, and date.
- Insert a page break after all of the above info has been typed. Do not hit Return/Enter repeatedly to get to the next page.

Body of the Paper

- On page 2 with your running head present (minus "Running head"), begin the paper proper.
- Start with the title of your paper, centered, no bold, in upper and lower case letters on the *first line of the page*.

- Always indent paragraphs. Hit the Tab key to indent.
- Do not add extra space between paragraphs. All text should be double-spaced consistently throughout.
- Put two spaces after the period of each sentence.

In-Text Citations

- Whenever you paraphrase or summarize, follow the APA rules for in-text citation. The following are examples of the *three* ways to cite. Note the differences.
 - ❖ Kessler (2013) found that among epidemiological samples . . .
 - ❖ Early onset results in a more persistent and severe course (Kessler, 2013).
 - ❖ In 2013, Kessler reported the interpretation of these results as . . .
- When you **direct quote** (which should be kept to a minimum in APA), include the page number in the appropriate location:
 - ❖ Robinson et al. (2009) suggested that “therapists validated patient subjectivity” (p. 41).
- When a work has **2 authors**, cite them both in every reference. Note the difference:
 - ❖ Jones and Merrill (2017) stated . . .
 - ❖ . . . and demonstrated proof with this result (Jones & Merrill, 2017).
- When a work has **up to 5 authors**, cite them all the first time: “Davis, Cochrane, Lewis, Renner, and Torres (2019) concluded that . . .” In subsequent references, cite only the first name: “Davis et al. (2019)...”
- When a work has **6 or more authors**, cite the first name only + “et al.” the *first time* and thereafter: “Gottlieb et al. (2002) discovered multiple occurrences of . . .”

Reference Citations

- List all works that you cited in your text. If you consulted other sources but did not use them (i.e., did not paraphrase, summarize, or quote), do not include them.
- List all works alphabetically by author’s last name.
- If you use a citation management software program, be sure to follow and input the APA rules or the program will reproduce your mistakes.
- Use hanging indent (MS Word has an automatic hanging indent function).
- Double-space all citations.
- Capitalization and italicization are very specific. Consult the APA Handbook or examine a published paper’s references for guidance.