Writing in APA Style: Some General Comments
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Here are some issues with APA style with which students have the most difficulty. For additional information, see links on course syllabus

Overview

1. Use Times Roman 12pt font; you can also use 10pt Arial; do not use Courier.
2. Use 1" margins
3. Header should be set to ½"
4. Double space everything, including long quotes; do not insert extra line after paragraphs (you can stop that feature in Word 2007 by clicking on "Paragraph" and then checking "Do not add space…"

Title Page

1. Running head: PHRASE THAT IDENTIFIES YOUR PAPER (this is how the phrase should look on your paper)
2. Phrase That Identifies Your Paper 1 (this is how your running head should look)
3. Page number should be on title page and all pages after that; use the "Insert Header" function in your word processor
4. Your name and date should be on the title page

Abstract:

1. 50-150 word state that summarizes the entire paper; this does not substitute as an introduction

Body:

1. Title of paper goes on the first line of the body.
2. Indent each paragraph ½"; use ruler for indentation, not tab
3. Use citations liberally; if you are not sure if a citation is needed, include it.
4. Use quotes and cite the page number of any material referenced verbatim
5. Break up paragraphs that are more than ½ page
6. Use center headings where appropriate (no bold)
7. Use side headings where appropriate (italicized)

References:

1. All citations made in paper should be included in reference section
2. Reference section should not include any items not cited in paper.
3. Use hanging indent; use ruler to make hanging indent, not tab
4. Alphabetize all references
5. If same author, cite earliest date first
6. If same author and date; alphabetize using the first word of the title and add "a", "b", etc. after the date
7. Use initials of first name of author only; do not list full names

8. Every reference should have something italicized: name of book, name of journal; title of paper if conference presentation or web material
9. Provide specific URL when referencing web-based material; I should be able to cut and past the URL and go directly to the document; you may need to right click when originally linking to the material in order to show the direct link