
NOTE: Instructor requirements may supersede the following guidelines.

PAGE ORDER

<table>
<thead>
<tr>
<th>Title Page</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>If required by instructor</td>
</tr>
<tr>
<td>Abstract</td>
<td>If required by instructor</td>
</tr>
<tr>
<td>Body of Paper</td>
<td>Check with instructor for length requirement</td>
</tr>
<tr>
<td>References</td>
<td>Required</td>
</tr>
<tr>
<td>Appendices</td>
<td>If required by instructor</td>
</tr>
</tbody>
</table>

DOCUMENT

Set 1” margins: On all four sides (Top, Bottom, Left, Right)
Change font: Times New Roman 12pt
Set line-spacing: Double-space and remove spacing after paragraphs
Set paragraph alignment: Align text left
Hyphenation: Turn off hyphenation at the end of lines

TITLE PAGE [FIRST PAGE OF PAPER]

Running head and page number formatted in the header section
Change first page header
Set font: Times New Roman 12pt
Type Running head, left aligned: Running head: ABBREVIATED TITLE
Insert page number right aligned, in plain number format
Title/Personal information: Half way down the page from the top

BODY OF PAPER

Start a new page: [CTRL & ENTER key to insert page break]
Adjust header for body of paper: ABBREVIATED TITLE
Center title: Complete Title; All Important Words Start with a Capital Letter
Paragraphs: First line indentation: 0.5” or use tab key once

REFERENCES

Start a new page: [CTRL & ENTER key to insert page break]
Center first line: References (no bolding)
Set hanging indentation to 0.5” (sets hanging indent for each reference)
TABLE OF CONTENTS (if required)
Start a new page: [CTRL & ENTER key to insert page break]  

ABSTRACT (if required)
Start a new page: [CTRL & ENTER key to insert page break]
Center first line and type: Abstract
Align text left for entire paragraph including the first line
Use 150-250 words
Adjust header for body of paper: ABBREVIATED TITLE  

WITHIN THE DOCUMENT

HEADINGS (if required)

This is a Level One Heading (Centered, Boldface, Uppercase & Lowercase)
This is a Level Two Heading (Left align, Boldface, Uppercase & Lowercase)
This is a level three heading. (Indented, boldface, lowercase, ends with period)
This is a level four heading. (Indented, boldface, italicized, lowercase, ends with period)
This is a level five heading. (Indented, italicized, lowercase, ends with a period.)

NOTE: In level three, four, and five headings the document text begins on the same line as the heading.

Lists
• **Numbered Lists** are used for ideas flowing in a sequence: chronology, priority, importance, etc.
• **Bullets** are used for non-sequence ideas. The format could be circles, squares, or others. Limited use of bullets is acceptable with APA format.

Formal English writing requires certain conventions, including the following:
• Some instructors require writing in third person only. This means do not use first person (I, we, me, us, mine, our, ours) or second person (you, yours). e.g.: This author agrees with….
• Spell out words for numbers one through nine; numbers are used for 10 and above.
• Do not abbreviate except for those formally accepted abbreviations such as Mr., Ms., Mrs., and Dr. (Refer to page 20 in *APA: The Easy Way!* 2nd Edition; 2nd printing.)
• Do not use contractions (e.g.: use “have not” instead of “haven’t”).

Document and How To Screen Shots available: http://guides.baker.edu/apahelp
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