



Illinois Valley Community College
Writing Center

APA PAPER FORMAT

The rules below are in accordance with the Publication Manual of the American Psychological Association (7th ed.). Consult the APA manual in the IVCC Writing Center or in Jacobs Library if you have more questions.

Follow your instructor's directions for formatting the title page. If none are given, include the standard elements below:

- the title of the paper in **bold** font,
- the name of each author of the paper,
- the affiliation for each author (typically the school being attended),
- the course number and name for which the paper is being written (use the format used by the school or institution (e.g., HIS 2001),
- the course instructor's name and title (ask for the instructor's preferred form if possible; e.g., some instructors may prefer "Dr.," "Ms.," "Professor," "Mr.," or a different title),
- the assignment's due date written in the format most common in your country (3 January 2020),
- a page number (which also appears on the following pages).

Student essays no longer feature running heads. If your instructor asks you to omit the title page, then include your name, the class, the instructor, and the date on the top, left-hand side of the first page on double-spaced lines. Center your title on the following double-spaced line, and begin your essay on the next double-spaced line. See the example on the reverse side of this sheet.

Formatting page numbers in Word. Use the Header tool to add page numbers in Word.

1. On the first page, double-click near the top of the page. This will bring up the Header toolbar.
2. Choose Page Numbers, then Top of Page, then Page Number 3 to insert the page number.
3. Click the red X in the Header toolbar to close the header.

Font. A variety of fonts is acceptable, as long as it is used consistently in the paper. Times New Roman 12-point font is standard in many subjects. Follow any guidelines given by your instructor.

Margins. Use 1-inch margins. Do not align the right margin. To set the margins in Word, choose Margins in the Page Layout menu.

Line Spacing. Double-space the entire document.

Indenting. Indent the first line of each paragraph $\frac{1}{2}$ " by pressing the Tab key once.

References. Include a References page if you cited sources in the paper.

Section Headings. In general, distinct sections of academic papers should begin with level one headings (Centered, Boldface, Uppercase and Lowercase Headings). Level one headings match the formatting of the title given on the first essay page example. Many papers will contain sections like Method, Results, and Discussion. Capitalize all words except articles (a, an, the), conjunctions (and, but, or, etc.) and prepositions (in, on, to, etc.) unless they are the first word of a title or subtitle. See APA manual or [OWL at Purdue](#) for further information on section headings.

See example title page, first page, and section headings on the reverse of this sheet.

Source for images and some wording:

The OWL at Purdue. (2020, March 30). *Changes to the 7th Edition*. Retrieved from Purdue Online Writing Lab:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_changes_7th_edition.html

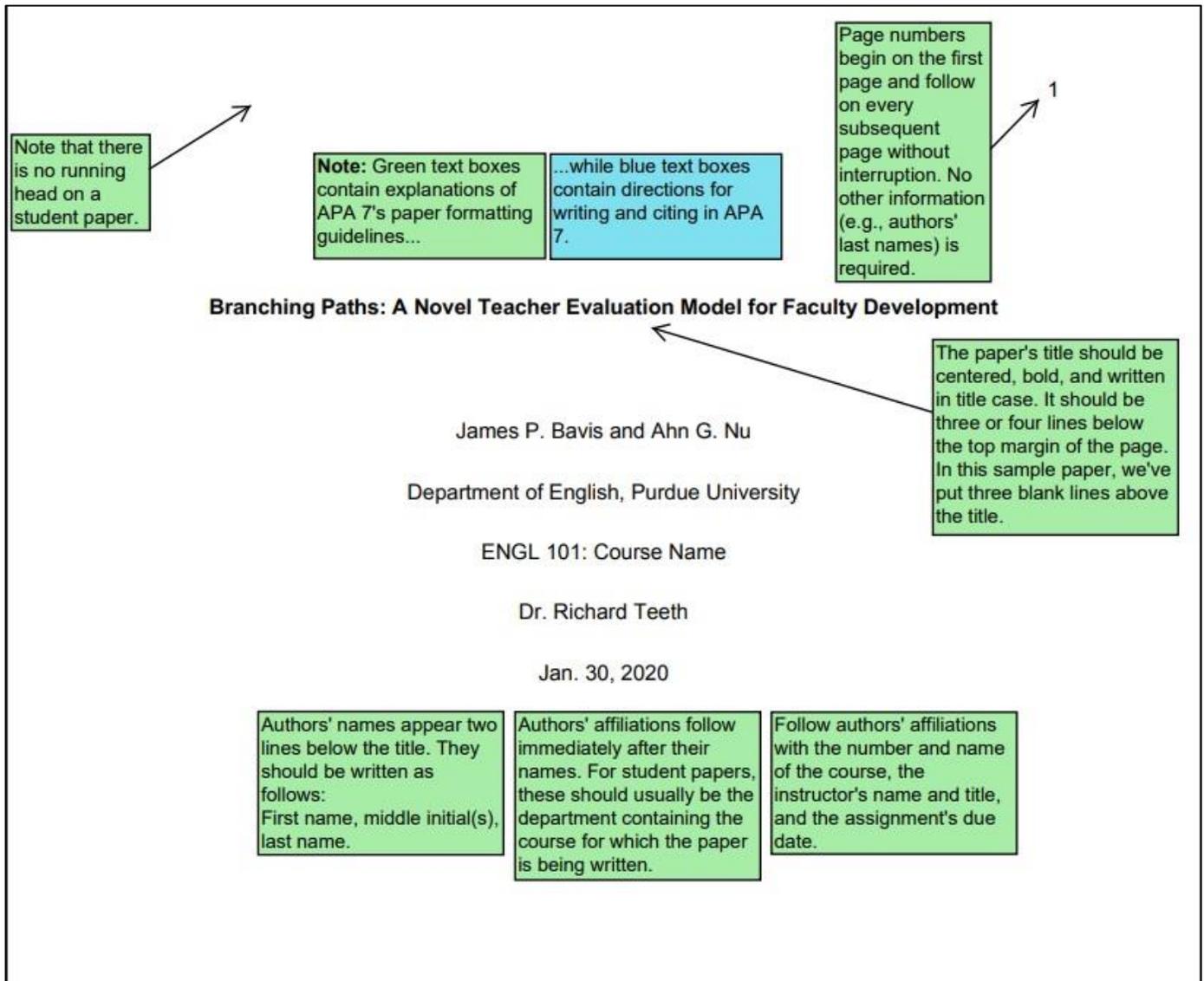


Figure 1: APA Title Page

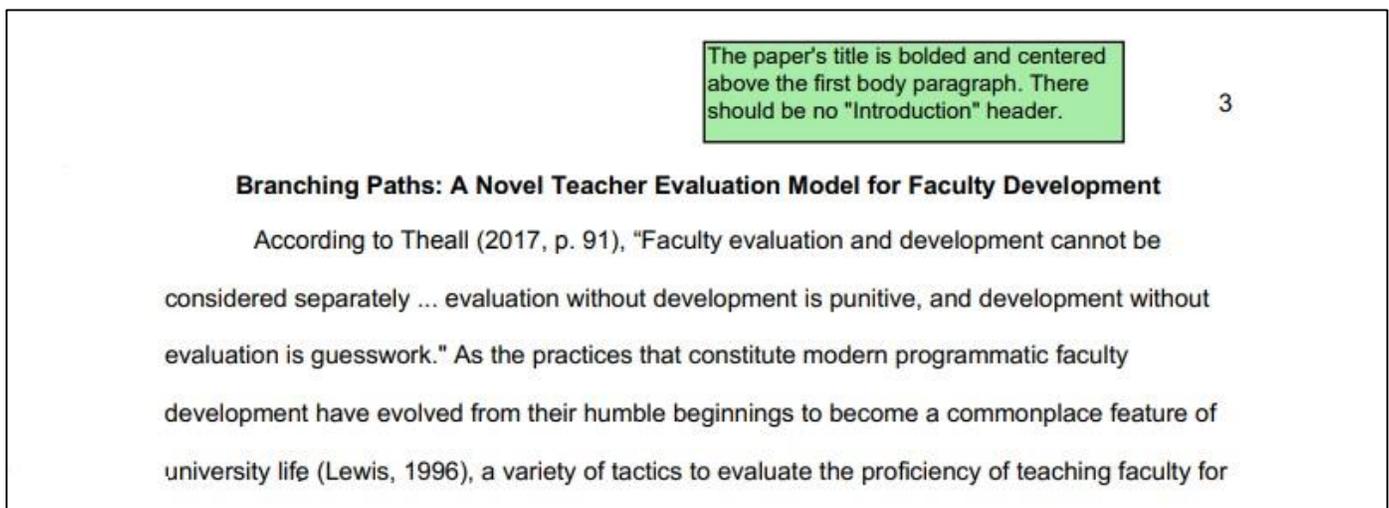


Figure 2: APA First Essay Page

Source for images and some wording:

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