Writing and Study Skills Services – Laurier Brantford
Formatting an APA Paper: Quick Reference Guide

Page numbers
- Identify the title page with the page number 1. The remaining pages should be numbered consecutively, using Arabic numerals (except for artwork and figures).
- A page number, as well as the header, will also be on the References page.
- Page numbers are located at the top right hand side of the document.

Margins/Font
- Leave uniform margins of at least 1 inch (2.54 cm) at the top, bottom, left, and right of every page.
- 12-point Times New Roman is preferred.

Title page
- The title page includes 4 elements: title, running head, author's name, and institutional affiliation.
- In addition to these requirements, your instructor may want you to include things such as the date of submission, course code, etc.
  - o See the example attached.
- The running head is an abbreviated title that is printed at the top of the document to identify the article for readers. It should be a maximum of 50 characters, counting letters, punctuation, and spaces between words. It should appear flush left in all uppercase letters at the top of the title page and all subsequent pages. Omit the words "Running head"

Running head: EFFECTS OF GLOBAL WARMING ON ANIMALS 1

Effects of Global Warming on Animal Lifestyles

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EFFECTS OF GLOBAL WARMING ON ANIMALS   2

Abstract

Animals were examined in their natural habits during a naturalistic observation. Research was also taken from previous case studies done by other researchers in similar fields. The aspects of animals lifestyles that were of interest to the authors included food consumption, hibernation and extinction or endangerment. The findings suggest that global warming is an increasingly serious problem which continues to deteriorate these aspects of animal lifestyles.

Keywords: global warming, animal lifestyle, extinction, hibernation, food consumption

Spacing/Paragraphs/Indentation

- Double space between all text lines of the document. Double space after every line in the title, headings, footnotes, quotations, references, and figure captions.
    - Be mindful that you do not leave extra spacing between paragraphs.
- Indent the first line of every paragraph. For consistency, use the tab key.
- Quotations of 40 or more words should be offset as block quotations. Do not use quotation marks to enclose these quotations.
    - Block quotes should be indented 5 spaces and always be double spaced.

Headings/subheadings

- The heading style recommended by APA consists of five possible formatting options, according to the number of levels of subordination.
- The heading structure for all sections follows the same top-down progression (Level 1 heading – Level 5 heading).
    - Every paper begins with the title centred at the top of the page. Do not underline, italicize, or bold the title.
    - For subheadings of sections, use different formatting to indicate the level of subordination. For example, the heading Method could be an example of heading level 1. Therefore, APA states it should be centered and bold. A subheading in the Method section could be called Sample and Participant Selection. Since it is a level 2 heading (Remember Method was a level 1 and the heading structure follows a top-down progression) APA states it should be flush left and bold.
    - Do not label headings with numbers or letters. If only one level of heading is needed, use Level 1; for a paper with two levels of heading, use Levels 1 and 2, and so forth.

    - See the example attached for formatting for all 5 levels of heading.

Format for Five Levels of Heading in APA	
Level of heading	**Format**
1	**Centred, Boldface, Uppercase and Lowercase Heading**
2	**Flush Left, Boldface, Uppercase and Lowercase Heading**
3	**Indented, boldface, lowercase paragraph heading ending with a period.**
4	***Indented, boldface, italicized, lowercase paragraph heading ending with a period.***
5	*Indented, italicized, lowercase paragraph heading ending with a period.*

How to incorporate a figure or a table

- Place items that are to be compared next to each other.
- Place labels so that they clearly are about the elements they are labelling.
- Use fonts that are large enough to be read without the use of magnification.
- Include all of the information needed to understand it within the graphical image. Avoid novel abbreviations, use table notes, and label graphical elements.
- Number all tables and figures with Arabic numerals in the order in which they are first mentioned in the text.
- Do not use suffix letters to number tables and figures; that is, label them as Table 5, Table 6, and Table 7 or Figure 5, Figure 6, and Figure 7 instead of 5, 5a, 5b.
- If the document includes an appendix with tables or figures, identify those elements of the appendix with capital letters and Arabic numerals (e.g. Table A1 is the first table of Appendix A or of a sole appendix that is not labelled with a letter; Figure C2 is the second figure of Appendix C).