

# APA Quick Guide:

## Building your research paper

### Formatting your Paper

- Use white paper 8.5" x 11"
- 1" margins on all sides
- Black 12pt Times New Roman font, double spaced
- Click on "remove extra space after paragraph"

1

Your instructor may require you to have an abstract or authors note

Only the title page has the words "Running head." Others have just the title

### Title Page

- Running head: SHORT TITLE OF PAPER WITH PAGE NUMBER
- Full Title of Your Paper
- Full name
- Institution you're writing from [WITC]

2

### Main Body

- Running head with page number
- Left justified, start each paragraph with "tab", double spaced
- Use proper grammar, sentence structure, and no contractions
- Type out numbers 1-9 (one, two, three, etc...)

3

Always remember: Even though programs like Word have built in citations, they only work as well as you put information in. So you need to know how APA works to make sure the shortcuts are correct.

### Reference Page

- Running head with page number
- Hanging indent
- Double spaced

4

Always print your paper single sided

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Segelnick, Joseph S. Insler**

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## **Table of Contents Apa Quick Guide**

1. Understanding the eBook Apa Quick Guide
  - The Rise of Digital Reading Apa Quick Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Apa Quick Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Apa Quick Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Apa Quick Guide
  - Personalized Recommendations
  - Apa Quick Guide User Reviews and Ratings
  - Apa Quick Guide and Bestseller Lists
5. Accessing Apa Quick Guide Free and Paid eBooks
  - Apa Quick Guide Public Domain eBooks
  - Apa Quick Guide eBook Subscription Services
  - Apa Quick Guide Budget-Friendly Options

6. Navigating Apa Quick Guide eBook Formats
  - ePUB, PDF, MOBI, and More
  - Apa Quick Guide Compatibility with Devices
  - Apa Quick Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Apa Quick Guide
  - Highlighting and Note-Taking Apa Quick Guide
  - Interactive Elements Apa Quick Guide
8. Staying Engaged with Apa Quick Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Apa Quick Guide
9. Balancing eBooks and Physical Books Apa Quick Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Apa Quick Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Apa Quick Guide
  - Setting Reading Goals Apa Quick Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Apa Quick Guide
  - Fact-Checking eBook Content of Apa Quick Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements

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