

APA Quick Guide:

Building your research paper

Formatting your Paper

- Use white paper 8.5"x11"
- 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, ect...)

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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**Mea A. Weinberg, Stuart L.
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