

General APA Guidelines – 7th edition

This handout will address APA 7th edition’s student paper set-up only.

For helpful handouts for the APA 6th edition set-up, access through the Writing Center’s web page, or make a request through the Writing Center’s appointment page.

An APA 7th edition’s student paper should be typed and double-spaced on standard-sized paper (8.5” x 11”) with 1” margins on all sides. You should use one font consistently throughout the paper. APA recommends using either a sans serif font such as 11-point Calibri, 11-point Arial, or 10-point Lucida Sans Unicode, or a serif font such as 12-point Times New Roman, 11-point Georgia, or 10-point Computer Modern. Your professor may have a preference, so check your assignment sheet for instructions. If no specific font style is noted, 12-point Times New Roman is considered a standard format.

Note: APA 7th provides slightly different directions for formatting the title pages of professional papers (e.g., those intended for scholarly publication) and student papers (e.g., those turned in for credit in high school or college-level courses). This handout will address “student papers” only. Please consult an APA manual or a Writing Center tutor for professional paper help.

Major Paper Sections

Your essay should include **four** major sections: the **Title Page, Abstract (if required), Main Body, and References.**

Title Page

Begin with inserting a **page header** (also known as the “**running head**”) at the top of every page. For a student paper, this will consist of page number only flush right.

- Choose “Insert” on the top MS Word tool bar (next to “Home”)
- Move to the right on tool bar to “Page Number” and click
- Choose “Top of Page”
- Choose “Plain Number 3”
- Finally, double click below the gray line to close insert function and proceed with the below

The title page should contain the **title** of the paper, the **author’s name**, and the **institutional affiliation**. A student paper should also include the **course number and name, instructor name, and assignment due date**. Include the page header flush left with the page number flush right at the top of the page (see example).

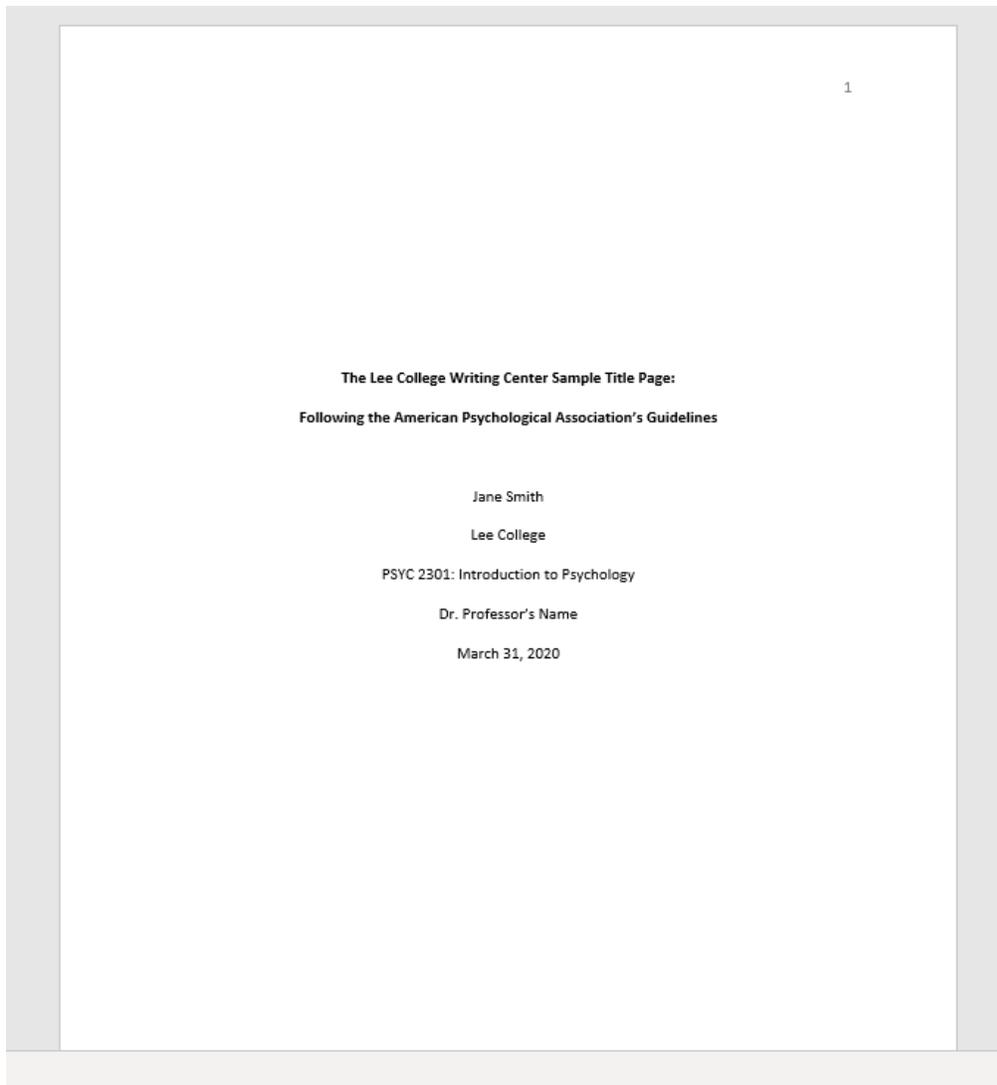
Type your **title** in upper and lowercase letters centered in the upper half of the page. The title should be centered and written in boldface. APA recommends that your title be focused and succinct, and that it should not contain abbreviations or words that serve no purpose. Your title may take up one or two lines. All text on the title page, and throughout your paper, should be double-spaced.

Beneath the title, type the **author's name**: first name, middle initial(s), and last name. Do not use titles (Dr.) or degrees (PhD).

Beneath the author's name, type the **institutional affiliation**, which should indicate the location where the author(s) conducted the research.

Student APA title page

*****NOTE***The following is a basic title page example. Be aware that instructors may request their own specific title page guidelines.**



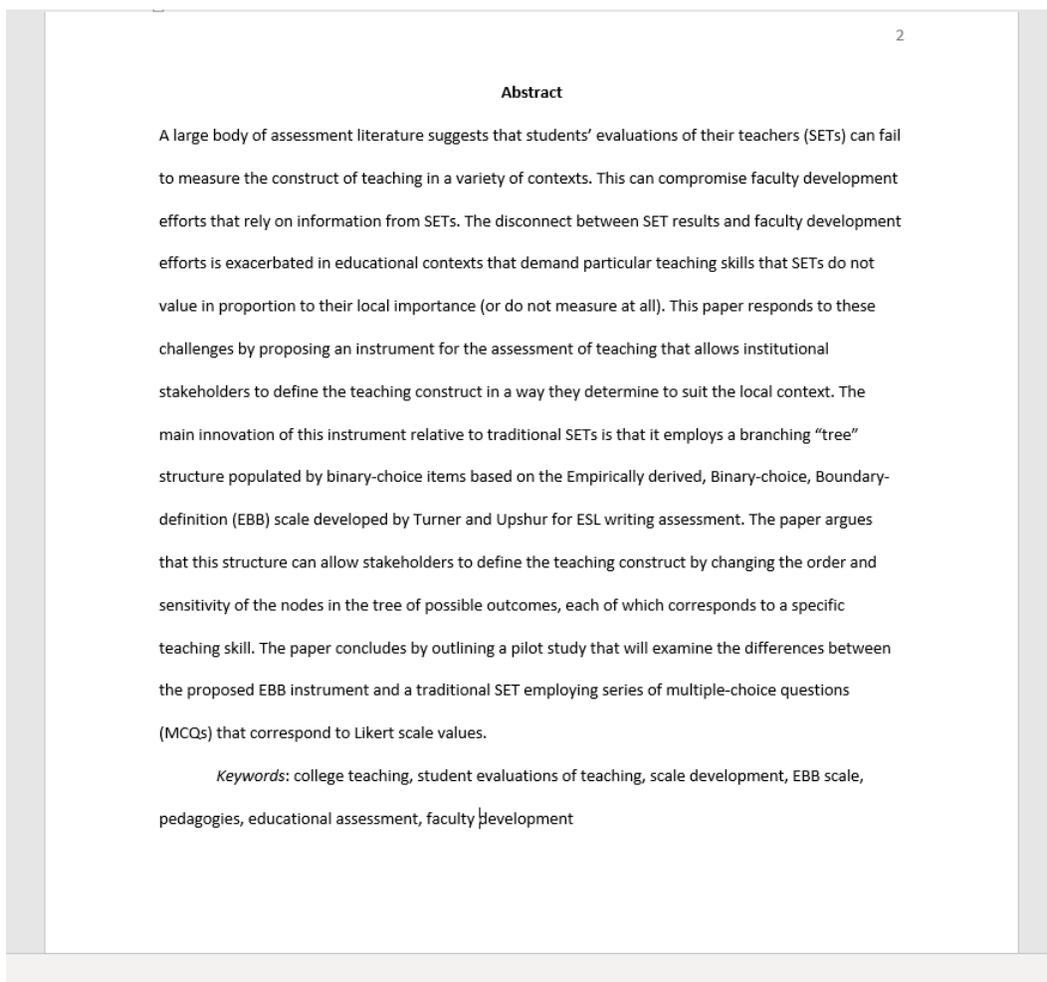
Abstract (optional section that may/may not be required)

Begin a new page. Your abstract page should already include the repeating **page header**. On the first line of the abstract page, center and bold the word “Abstract” (no italics, underlining, or quotation marks).

Beginning with the next line, write a concise summary of the key points of your research (do not indent). Your abstract should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions. You may also include possible implications of your research and future work you see connected with your findings. Your abstract should be a single paragraph, double-spaced. Your abstract should typically be no more than 250 words.

You may also want to list keywords from your paper in your abstract. To do this, indent as you would if you were starting a new paragraph, type *Keywords:* (italicized), and then list your keywords. Listing your keywords will help researchers find your work in databases.

APA Abstract Page



Please see **Sample APA Paper** resource to see an example of an entire APA paper.

Resource:

Purdue Online Writing Lab. (n.d.). *General APA guidelines*. Purdue Online Writing Lab.
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html