

APA Help

Basic Formatting Guidelines

- Use standard word document set with 1” margins with 12 font Times New Roman while tables or figures should use Arial or Helvetica (more on figures and tables later)
- Entire document should be double spaced-including reference page(s)
- Each page should be numbered at the right margin, starting with title page but omit pages with table, figures and/or images. The first few words of title should be to the left of the page number
- The words “Running Head” should be located on the title page just below the page number but at left margin. The Title of paper should be capitalized and be no more than 50 characters. This heading should be placed on every page after title in the header (upper) left margin
- The sections of your paper should be in this order:
 - 1st Page: Title
 - 2nd Page: Abstract
 - Main text/Discussion (See additional details)
 - References
 - Appendixes
 - Author Note
 - Footnotes
 - Tables
 - Figures (with Captions)

Title Page Requirements

- Should be no more than 10-12 words and self-explanatory
- First word of title should be capitalized
- Centered on top half of page-if long can be double spaced
- Should include essay number and **NO** student identification only used Exhibit Number given to you with title!
- For affiliate or institution name 2021 Spring Symposium should be used
- As stated above should have running head and page number

Abstract Requirements

- An abstract is a clear and concise summary of the essay.
- Should only be one paragraph long with no more than 120 words
- Should be on the second page with heading of “Abstract” centered at the top of the page
- Do **NOT** repeat the title
- State four or five most important points, theories or findings

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- Define all abbreviations or special terms
- You can also list keywords that readers can use to search within your paper

Main Text/Discussion

- A research or scientific report should include an introduction, method, result, discussion, conclusion and reference. Depending on the style of your essay it is important to include as many sections as you can.
 - For our purposes an essay should have a minimum of four sections with the use of a discussion section along with the elements already discussed (title page, abstract and reference).
 - Research/scientific papers can combine “Results and Discussion” or “Results and Conclusions”
- Each section should be titled with the appropriate heading, centered on the page with capitalization of each first letter in words
 - Secondary headings can be used to separate discussion points
 - These should start flush with left margin and be bolded or italicized. Text should be indented 5 spaces from left margin on the next line below the heading

Reference

- Should begin on a new page with title of Reference centered at the top
- Double space each line and the second/third/fourth line of each reference should be indented 5 spaces
- Should be alphabetized and follow APA guidelines of: Author, date. Title
- Follow established guidelines for multiple authors, no author, book vs online source. Here is a link to help you:
https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html
- In-text citations should include author(s) and date unless Author is introduced in sentence-then only year is necessary. Follow general guidelines for multiple authors, etc.

Appendixes, Tables and Figures, Images

- Should not be included in the main section of paper
- Use Arial or Helvetica for these elements
- Each table, figure or image should be labeled as Table 1, Table 2 and be centered at the top of the page. The same for figures and images. These headings should be used in the main text (Table 1 shows the significance...)
- Each table, figure or image should have a description as to its importance