This handout details the most common requirements and recommendations for formatting a paper using the American Psychological Association (APA) style guide. Your instructor may require other formatting that contradicts or is not included in this guide. Always defer to your instructor’s preferences and/or the Purdue OWL website for specific examples.

For assistance in formatting in-text citations and references, check out the APA Formatting and Style Guide at Purdue University’s Online Writing Lab. (https://owl.english.purdue.edu/owl/resource/560/01/)

General Formatting

- 12 pt, Times New Roman font
- Double-spaced with no space between paragraphs
- 1-inch margins throughout
- Headers and page numbers on each page

Title Page

Running head: WRITING CENTER APA FORMATTING GUIDE

The Citrus College Writing Center’s Guide to APA Formatting:
A Brief Instructional Handout
John Doe
Citrus College

Header:
- The words “Running head:” followed by a shortened version of your paper’s title is aligned to the left margin
- This will be the only page containing the words “Running Head:"
- The “R” is capitalized but the “h” is not
- The shortened title is in all caps
- The page number is aligned to the right margin

Title Page Body:
- The following will each be on its own line on the top half of the page:
  - The full title of the document
  - Author’s (your) full name
  - Institutional affiliation where the document was written (i.e. Citrus College).
### Abstract

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### Main Body

The Citrus College Writing Center’s Guide to APA Formatting:

A Brief Instructional Handout

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### References


### Header:

- Only the shortened title is aligned to the left margin
- The shortened title is still in all caps
- Page numbers continue to align to the right

### Abstract Body:

- “Abstract” is centered on the first line and contains no additional formatting (italics, bold, etc.)
- The abstract begins on the next line and is not indented
- The abstract should summarize the key points and important data contained in your paper

Note: Not all instructors require an abstract.

### Main Body

- The full title is centered on the first line(s) and contains no additional formatting (italics, bold, etc.)
- The body of the paper continues on the next line
- Each new paragraph is indented

### References Body:

- “References” is centered on the first line and contains no additional formatting (italics, bold, etc.)
- Your first reference continues on the next line
- References appear in alphabetical order
- The first line of each reference is aligned to the left margin and any additional lines are formatted as a hanging indent