Running Head
Shorten title to 50 characters or less for running head, align left. Align page number on right.

On first page, put "Running head: [SHORTENED TITLE OF YOUR PAPER] [page number]" after that, just "[SHORTENED TITLE OF YOUR PAPER] [page number]"

Title Page
Often no title page for college papers, but you must include title of paper, your name, college’s name, & class name. No title page? Double-space between title and first line. Center “Author Note.” Paragraphs have left indent: (1) departmental and institution affiliation, (2) changes in affiliation, (3) funding sources and acknowledgements, and (4) your email and possibly mailing address.

Abstract
Often no abstract for college papers. Center “Abstract” heading and do not indent first line. Summarize main points and purpose of the paper in 150-250 words max. Define abbreviations and acronyms used in the paper here.

Body
Align text left with left indent. Double-space. Spell out long organization names and add abbreviation in parenthesis, then just use abbreviation.

Center and bold level 1 heading, align level 2 heading left and bold, & indent level 3 heading left, bold, and follow with text.

Write out numbers up to nine. Use number for 10+, when followed by unit of measurement, in tables, to represent statistical or math functions, and dates or times.

Quotations
Include short quotations (40 words or less) in-text with quotation marks.

Indent entire longer quotations (40+ words) ½ inch from left margin and double-spaced with no quotations.

When quoting 2+ paragraphs from original source, indent first line of each paragraph ½ inch.

Use ellipsis (…) when omitting sections from a quote. At the end of sentence? Use four periods (....).

In-Text Citation
Direct Quotes
(Kahneman & Baudin, 2009, p. 522)

Include author’s name, publication year, and page numbers.

Paraphrasing
(Gadhavi & Krupin, 2009)

Include author’s name, publication year, and possibly page numbers.

3-5 Authors
(Nakano, Ramirez, & Soo, 1999)

In first citation, include all authors, then cite first author and “et al.”

6+ Authors
(Walker et al., 2008)

Authors with Acronym Names
(National Institute of Mental Health [NIMH], 2003)

In first citation, write out name with the acronym in brackets, then use acronym.

No Author Article or Website
(“Children discover,” 2009)

Cite first few words of reference list entry (usually title) and year.

No Author Book or Report
(College Bound Seniors, 2008)

Interview

Only cite interviews in-text.

See APA References bookmark for References.

Appendices
Include appendices only to help reader understand, evaluate, or replicate the study or argument.

If one, label “Appendix.” 2+, organize by letter (Appendix A) as they appear in body on separate page. Align left.

For text, do not indent first paragraph, but do indent the rest.

Label tables and figures numerically (Table 1). Each table column must have a heading. Use separating lines only when necessary. Notes go below tables and figures.

Proofing
Contact Academic Support Center to have a tutor look over your work.

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