APA Formatting: The Basics

The paper, generally:
- Margins: 1 inch all the way around – under Page Layout > Margins
- Spacing: Double Spaced

Title Page:

![Title Page Image]

Notes:
- The Title Page is the only one that includes the words Running Head
  - After completing the Header of the Title Page, select the box to Close Header
    - Ensure line spacing is at 2.0
    - Ensure line alignment is centered
    - Hit “Enter” 2 to 3 times before typing title information

Title Page and subsequent page numbers: How To:

At the first page, which will be your title page:
Insert > Page Number > Top of Page > Plain 3 > Check the Box for Different First Page under Design > Page number will disappear > Then, Cursor (at left now) > Top of Page again > Plain 3 again When the page number appears:
Type Running Head: WHATEVER IT IS and hit tab a few times.

Then at the second page double click on the little number two and it should turn gray. When it does, type WHATEVER IT IS and, again hit tab a few times. That should work. Though look out for your margins being indented, that will prevent the Running Head from being flush against the right margin.
A Word on Citations:
It is important to remember than an In-Text citation has a corresponding listing at the Works Cited list. In-Text use provides an abbreviated and specified version of the reference used. The Works Cited page lists a full version of the reference. Therefore, whatever the source is listed under In-Text (i.e. the author’s name) should also be what it appears under at Works Cited.

This allows your reader to see the In-Text note and be able to jump to the Works Cited page to easily find more info on that source. Here’s what that looks like:

In-Text citation for a JOURNAL ARTICLE from a database:

**Paraphrased or summarized:**
Radiological Studies students exhibit superior analytic and research skills. They are considered far ahead of peers in terms of comprehension and adaptability (Anderson, 2010, p. 334).

**Directly quoted:**
Radiological Studies students have been described as “vastly superior” to other college students regarding research and comprehension skills (Anderson, 2010, p. 334).

Either of the above types of uses: corresponding Works Cited listing:


This is an example for Work’s Citing an journal article from a database. If the article includes a d.o.i. number (on its first page, maybe at the top, maybe at the bottom) use that instead of the journal’s web site.

More examples of Works Cited listings:

**Book:**
Author Last Name, First Initial(s). (Publication Year). *Title of book.* Publication City, State Abbreviation: Publisher.

**Article from a journal or magazine article in print:**
Author Last Name, First Initial(s). (Year). *Title of article.* *Title of Journal, Volume,* page - page. doi:xx.xxxxxxxx (if available)

IF you interview someone you need to cite it in-text as follows: (Their first initial. Last name, personal communication, Month Day, Year). There’s no work’s cited listing for it, though.

See also:

OWL at Perdue site: http://owl.english.purdue.edu/owl/resource/560/01/