



River Parishes Community College Library

APA Paper Formatting Guidelines

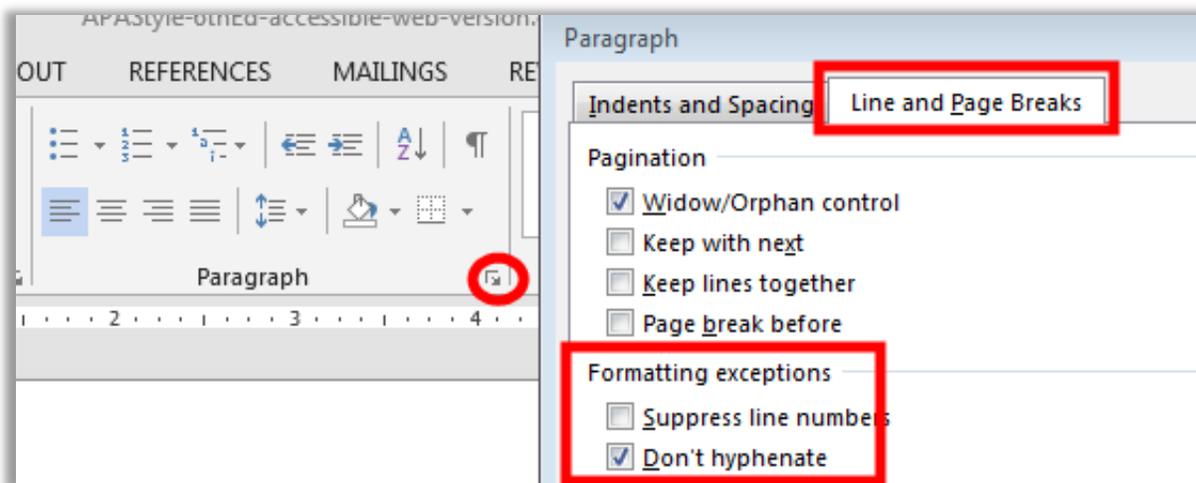
These paper formatting guidelines are based on the *Publication Manual of the American Psychological Association* (call number BF 76.7 .P83 2010). Students should consult it for more detailed information. Each item below includes the relevant chapters and pages. The formatting tools illustrated below are found in Microsoft Word 2013 and should be consistent for versions 2007 and later. Use similar tools and functions available in other word processing applications, as needed. Sample papers can be found on pages 40-59 of the manual. **Your instructor may have different requirements; always be sure to follow your instructor's specific directions.**

Font Type and Size: (Chapter 8, p. 228)

The recommended font is Times New Roman, 12-point size for the entire document, including headers, headings, and references.

Margins, Alignment, and Spacing: (Chapter 8, p. 229)

All margins should be set at 1 (one) inch (top, bottom, left, and right). Your paper should be aligned to the left (do not justify the right margin). Except for the Abstract, the first word of each paragraph should be indented one-half inch from the left margin (use the Tab key or set indent under Paragraph). You should not have words broken with hyphens; this can be selected under Paragraph, Line and Page Breaks, Formatting exceptions, as shown below. The paper should be double-spaced throughout, including quotations, notes, and the reference list.

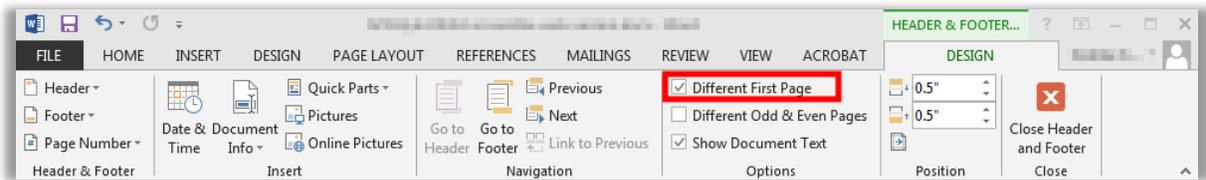


Page Headers & Numbering: (Chapter 8, p. 230)

APA calls for your title (up to 50 characters, including spaces) in a running header on all pages of a paper. Only on the title page is the title preceded by the words “Running head” followed by a colon and the title of the paper in ALL CAPS and aligned with the left margin; all following pages will display only the title. Page numbers should be placed in the upper right hand corner of each page and be flush with the right margin. The title page is page number one and numbering should continue to the end. For details on using headings (not to be confused with headers) to organize your paper, see the APA manual, 2010, pp. 62-63.

Title Page Header:

For Word 2007 and later, double click in the header area of your document. This will open a new toolbar, Header & Footer; in the ribbon; select “Different First Page.”



On the first page of your document, your header will be aligned left; type the words “Running head:” and follow with your paper’s title in all capital letters, as illustrated below.



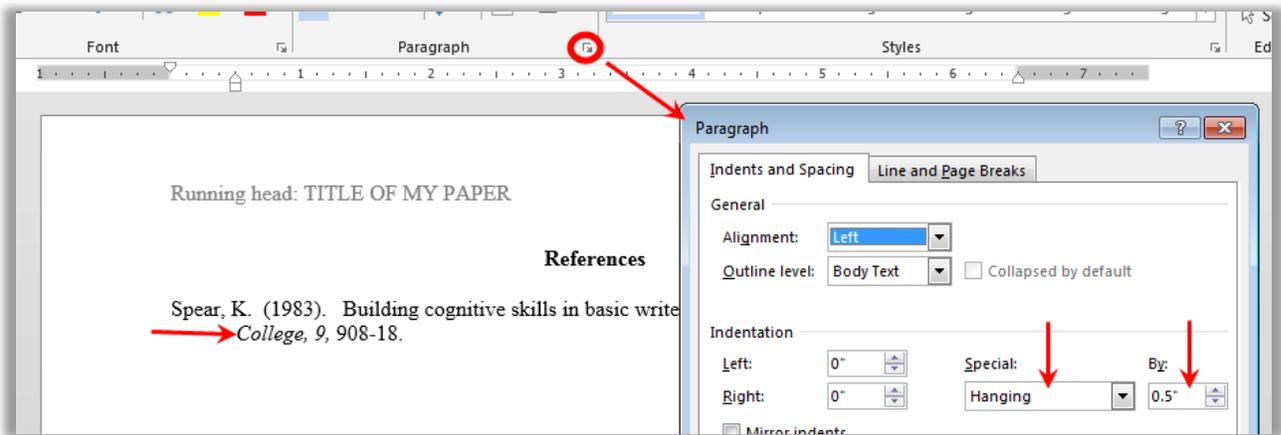
Following Pages Header:

Also aligned left, omit the words “Running head:” from the header; this will display on all following pages of your paper, showing only your title, as illustrated below.



Hanging Indentation: (for use in your Reference List)

All references are to use a hanging indentation, in which the first line is flush with the left margin and all following lines are indented .5 inch. Highlight your references and from the Home menu in the ribbon, select Paragraph as illustrated below:



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