Basic Information

Format:
- 1’ inch Margins all around
- Size: 12 pt.
- Font: Times New Roman
- Double spaced
- Page number on top-right side corner
- Aligned Text Left

Paper Breakdown

Title Page:
Six Spaces below the Margin (Top of Page) and Centered
- Bolded Title
Four spaces after the title
- Name of Assignment
- Student Name/s
- Professors Name
- Institution
- Course Name
- Due Date

Abstract:
- A brief summary of paper
- 150-250 words overall
- No Citations
- 3 to 5 italicized key words

Body:
- Title must be centered and bolded
Introduction
- Define keywords
- Answer questions your paper will discuss.
- Include hypothesis or thesis statement
Body
- Introduce your research and past research (DON’T FORGET TO CITE THE INFORMATION).
Conclusion

• The title “Conclusion” must be centered and bolded
• Where can future research go

References:

• The title “References” should be Centered and Bold
• References should all in alphabetical order
• All references should be hanging
• Author’s Name (Last Name, First Name Initial. Middle Initial.) (year of publication). Article (only capitalize the first letter of the first word, Proper nouns, OR word after a colon). Academic Title Journal, Volume Number(Issue Number), page range. DOI hyperlink

Example:

When Citing:

• In-Text Citations:
  a. Narrative In-Text
   i. Bomar and Rosas (year) 3 or more authors use ‘et al.’ before the year.

  b. Parenthetical Citations.
   i. (Bomar & Rosas, year) 3 more authors use ‘et al.’ before the year.

<table>
<thead>
<tr>
<th>Author type</th>
<th>Parenthetical citation</th>
<th>Narrative citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>One author</td>
<td>(Luna, 2020)</td>
<td>Luna (2020)</td>
</tr>
<tr>
<td>Two authors</td>
<td>(Salas &amp; D’Agostino, 2020)</td>
<td>Salas and D’Agostino (2020)</td>
</tr>
<tr>
<td>Three or more authors</td>
<td>(Martin et al., 2020)</td>
<td>Martin et al. (2020)</td>
</tr>
<tr>
<td>Group author with abbreviation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First citation *</td>
<td>(National Institute of Mental Health [NIMH], 2020)</td>
<td>National Institute of Mental Health (NIMH, 2020)</td>
</tr>
<tr>
<td>Subsequent citations</td>
<td>(NIMH, 2020)</td>
<td>NIMH (2020)</td>
</tr>
<tr>
<td>Group author without abbreviation</td>
<td>(Stanford University, 2020)</td>
<td>Stanford University (2020)</td>
</tr>
</tbody>
</table>

* Define the abbreviation for a group author only once in the text, choosing either the parenthetical or the narrative format. Thereafter, use the abbreviation for all mentions of the group in the text (see Section 8.21).

Take into consideration the difference between “and” and “&” when using parenthetical and narrative citation
### Seventh Edition APA Manual Heading Guidelines

<table>
<thead>
<tr>
<th>Level</th>
<th>Explanation</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, bold, title case, text begins as a new paragraph</td>
<td>This is a Level 1 Heading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paragraph begins here.</td>
</tr>
<tr>
<td>2</td>
<td>Flush left, bold, title case, text begins as a new paragraph</td>
<td>This is a Level 2 Heading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paragraph begins here.</td>
</tr>
<tr>
<td>3</td>
<td>Flush left, bold italic, title case, text begins as a new paragraph</td>
<td>This is a Level 3 Heading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paragraph begins here.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, bold, title case, end with a period, text begins same line</td>
<td>This is a Level 4 Heading. Paragraph begins here.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, bold italic, title case, end with a period, text begins same line</td>
<td>This is a Level 5 Heading. Paragraph begins here.</td>
</tr>
</tbody>
</table>