

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 INFORMAITON).

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:

Steele, C. M., & Aronson, J. (1995). Stereotype threat and the intellectual test performance of African Americans. *Journal of Personality and Social Psychology*, *69*(5), 797-811.
<https://doi.org/10.1037/0022-3514.69.5.797>

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.

Author type	Parenthetical citation	Narrative citation
One author	(Luna, 2020)	Luna (2020)
Two authors	(Salas & D’Agostino, 2020)	Salas and D’Agostino (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)
Group author with abbreviation First citation ^a	(National Institute of Mental Health [NIMH], 2020)	National Institute of Mental Health (NIMH, 2020)
Subsequent citations	(NIMH, 2020)	NIMH (2020)
Group author without abbreviation	(Stanford University, 2020)	Stanford University (2020)

^a 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

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