APA Basics: Paper Format

Formatting Your Paper

APA has very specific standards in regards to how a paper is formatted. Below are some of the basic guidelines:

1) Use 8 1/2” x 11” paper (letter size)
2) 1” margins on all sides (top, bottom, left and right)
3) Double spacing between lines
4) Use a Serif Font, such as Times New Roman
5) Page Header (examples below)
   - Page 1 - the words Running head, MODIFIED TITLE in all caps, Page Number (right hand corner)
   - All subsequent pages - MODIFIED TITLE in all caps and page number (right hand corner)

Title Page & Headers

A title page is required for your APA Style Paper. The title page includes, the title of your paper/assignment, your name, and the institution that you are attending. Some instructors may want some additional items, such as the date, assignment number, or course number.

At the top of each page a header is required. Page 1 of an APA style paper is different then subsequent pages. Examples of what the header looks are provided above and to the right.
In-text Citations

An in-text citation needs to be included when a borrowed idea is used in a paper. The in-text citations give just enough detail to tell the reader which source it is from on the reference page. Ideas can be introduced in different ways within a paper's body.

Direct Quotations:

Parenthetical: (Author's last name, year, p. #)
   ex: (Johnson, 2012, p. 45)

Attribution: Author's last name (year) "quote" (p. #)
   ex: According to Johnson (2012) "direct quotation included" (p.45).

Examples:

Parenthetical:
"Advertising really began to increase in the 19th century with the advent of the industrial age. Populations increased, and more and more products came on the market" (Ferguson, 2016, p. 51).

Attribution:
According to Ferguson (2016) "advertising really began to increase in the 19th century with the advent of the industrial age. Populations increased, and more and more products came on the market" (p. 51).

Paraphrase:

Parenthetical: (Author's last name, year)
   ex: (Ferguson, 2016)

Attribution: Author's last name (year) paraphrased idea
   ex: According to Ferguson (2016) paraphrased idea.

Example:

Parenthetical:
As goods became more readily available for purchase during the industrial age, producers really began to increase their advertising to the masses (Ferguson, 2016).

Attribution:
Ferguson (2016) states that as goods became more readily available for purchase during the industrial age, producers really began to increase their advertising to the masses.

(APA, 2010, pp. 170-172)
Reference Page

Reference citations belong on a separate References page at the end of your document. There should be a reference citation that corresponds to each different in-text citation within the body of a paper. To create a References page, follow these steps:

1) Create a new blank page at the end of a document
2) Type the word References at the top center of the page. Do not bold or italicize.
3) Alphabetize sources by last name of the first author (when there is more than one author).
4) Sources by the same author should be categorized from earliest source to most recent (for example, 1999 will come before 2001)
5) Content needs to be double spaced with a hanging indent for all subsequent lines

Commonly Used References:

Books

Format
Author, A.C. (Year). Title of the book. City of publication, State: Publisher.

Example

Journal Article

Format

Example

doi:http://dx.doi.org.americancareercollege.idm.oclc.org/10.2478/v10101-012-0005-1

(APA, 2010, pp. 193-224)
Commonly Used References:

Website

**Format**


**Example**


Video or Image from a Website

**Format**

Author, A. A. [User name]. (year, month day). Title of video [Video file].

Retrieved from http://xxxxx

**Example**


(APA, 2010, pp. 193-224)

References


Visit the American Career College Library website at guides.americancareercollege.edu. There you will be able to access more information on APA, research tips, and our online library resources.

If you have any questions or would like to schedule a research consultation, contact Julie Oshiro, Manager of Library services, at askACClibrary@americancareercollege.edu or (323) 315-5214.