**APA Format**

The American Psychological Association (APA) style is the most common form for documents written within the social sciences and business fields.

1. **General Guidelines:**
	1. Standard-sized paper (8.5” x 11”)
	2. Double-spaced throughout
	3. 1” margins
	4. 12 point Times New Roman
	5. Page header (“running head”)
		1. Insert page numbers flush right
		2. Type in a shortened version of your paper’s title in all capitalized letters. For example:
			1. PEER TUTORING IN WRITING CENTERS for “Peer Tutoring In a Writing Center is Essential.”
			2. APA FORMAT GUIDELINES for “APA Format Must Follow Specific Guidelines.”
2. **APA Essay’s Four Sections:**
	1. Title page
		1. The title of the paper:
			1. Must be in the center in the upper half of the page.
			2. Can take up two lines.
			3. Cannot be more than 12 words in length.
			4. Only uses words that serve a purpose.
			5. Does not use abbreviations.
		2. Author’s name:
			1. Should include first name, middle initial, and last name.
			2. Should not include titles or degrees.
		3. Name of the institution (to indicate the location where the authors conducted research).
		4. Page header that reads; Running head: TITLE
	2. The abstract
		1. Has a page header that reads; TITLE.
		2. Begins on a new page.
		3. Has “Abstract” centered on the first line of the page.
		4. Provides a non-indented, double spaced, detailed paragraph summarizing the paper
		5. the research including:
			1. Topic
			2. Questions
			3. Methods
			4. Participants
			5. Data analysis
			6. Results
			7. Conclusions
			8. Future implications
		6. Lists important keywords and their definitions. For example:
			1. *Keywords:* Cite, Format, Guide.
	3. Main body
		1. Page header that reads; TITLE
	4. References page
		1. Page header that reads; TITLE
		2. **Refer to APA Citation Style Guide**