

# APA

The following is based on the *Publication Manual of the American Psychological Association* (5th ed., Washington, DC: American Psychological Association, 2001). For details, see <http://www.apastyle.org/>.

**Margins:** One inch on all sides.

**Spacing:** Double-space everything, including block quotes and headings.

**Fonts:** Use 12-point Times Roman or 12-point Courier.

**Indentation:** Indent all paragraphs, and block quotes, five to seven spaces from the left margin.

**Cover page:** Type the title in uppercase and lowercase letters, centered, on the upper half of the page. Following the title, on individual lines, put your name, the name of the course, the instructor, and the date.

**Heading:** On every page, including the cover, place a shortened version of the paper's title, leave five spaces, then put a page number. Right justify this header.

**Pagination:** Place the page number .5 inch from the top, aligned with the right margin.

**In-text citations:** Place the name of the author, followed by the year of publication, and then the page number, beginning with "p." in parentheses. Separate each with a comma. Put the period that ends the sentence after the right parenthesis.

**Reference page:** List all sources alphabetically on a page titled "References." Double-space the list. Place the first line of each reference at the margin, but indent the subsequent lines five to seven spaces. Each entry ends with a period.