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General APA Guidelines

Title page: Each paper must have a title page. Refer to the sample provided on the previous page

Page numbers: Include the page number in the upper right-hand corner of each page.

Fonts: Times New Roman or Arial; 12 points, double-spaced

Headings: Headings are very important as they help to structure your paper and guide your reader. Major headings should be centered. Capitalize every word in the heading except articles (a, the), short prepositions (in, by, for), and coordinating conjunctions (and, but, or).

Visuals: Visuals such as tables and figures include graphs, charts, drawings, and photographs. Try to keep the visuals as simple as possible and clearly label each visual with an Arabic numeral (ex: Table 1, Table 2, etc.) and include the title of the visual.

List of References: Create your list of references on its own page after the last page of your text. Alphabetize the list of references by the last name of the authors. Format the paragraphs with a ½ inch hanging indent. Proper italicization of the title is your responsibility. See the *APA Publication Manual* for more information.

Reference Sample

American Psychological Association (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: American Psychological Association.