APA Formatting and Style Guide

Paper Format

The preparation of research papers in APA style is discussed in the *Publication Manual of the American Psychological Association* (6th edition, 2010), which is found in the Reference section at Berkeley's Libraries. Here are some guidelines for formatting a paper using *APA style* - but follow your Professor's instructions if they are different than these.

General Guidelines for Whole Paper *(See Example)*

- Double-space the whole paper, and use a legible serif font, like Times New Roman. The font size should be 12 points.
- Set the margins of your document to 1 inch on all sides.
- Indent the first line of each paragraph one half-inch from the left margin, using the Tab key.
- Include a page header at the top of every page. To create a page header, go to the Insert tab in Word and choose Header. Insert page numbers flush right. Then type the title of your paper (in ALL CAPS) in the header flush left. This should appear on the top of each page. If your title is long, use a shortened version.

Formatting the Cover Sheet/ Title Page of Your Paper *(See Example)*

- APA style formats the header differently on the title page, with Running head: written in front of the TITLE - but your instructor may not need that for a school paper.
- Hit Enter key several times to move down to almost the center of the page, then center the title of your paper there. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.
- Under the title, center your name, then Berkeley College, then the name of the course, all on separate lines.
- Ask your instructor if you need an "Abstract" page for your paper (APA uses them for published articles).
- On the first page of the body of the paper, double space and center the title of your paper, in Title Case.
- Double space between the title and the first line of the paper's text.

Section Headings

Writers sometimes use Section Headings to improve a paper's readability. These sections include individual named parts of a paper. APA has rules for formatting for up to 5 levels of headings for published articles or papers discussing an experiment. For most student papers, the most you would need is one type of heading (Level 1) – it should be centered and bolded. Here are some examples:

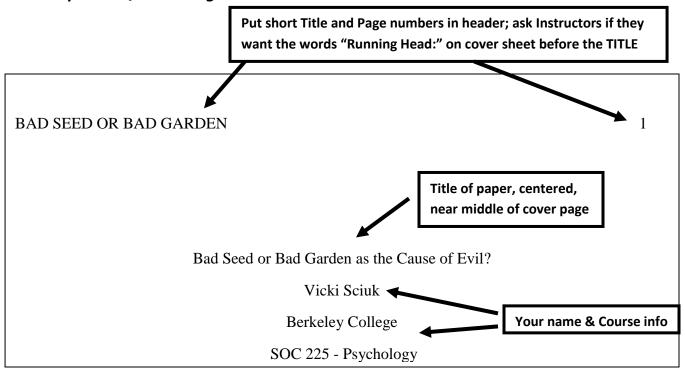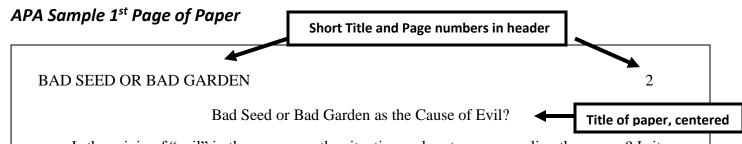|		
Introduction **Methods** **Results** **Discussion**	*Or*	**Causes and Incidence** **Signs and Symptoms** **Diagnosis** **Treatments**

References Page *(See Example)*

Full citations go on a separate page at the end of your paper, called References (centered but not bold), and are formatted as hanging indents, also double spaced.

APA Sample Title/Cover Page:

> Put short Title and Page numbers in header; ask Instructors if they want the words "Running Head:" on cover sheet before the TITLE

BAD SEED OR BAD GARDEN   1

> Title of paper, centered, near middle of cover page

Bad Seed or Bad Garden as the Cause of Evil?

Vicki Sciuk

Berkeley College

> Your name & Course info

SOC 225 - Psychology

APA Sample 1st Page of Paper

> Short Title and Page numbers in header

BAD SEED OR BAD GARDEN   2

Bad Seed or Bad Garden as the Cause of Evil?

> Title of paper, centered

Is the origin of "evil" in the person, or the situation and system surrounding the person? Is it possible for "good" people to do bad things under certain circumstances? Whatever public opinion is at the moment, science may have found some answers to these age-old questions.

The Stanford Prison Experiment took ordinary, well-adjusted middle and upper-class college student volunteers and randomly divided them into guards and prisoners for a week to see if it would affect their behavior (Zimbardo, 2007). What they found surprised even the researchers.

> In-Text cite (author, year) in body of paper "points to" full info on References page for this print book (where I read about Stanford Prison Experiment)

APA Sample Reference Page

BAD SEED OR BAD GARDEN   7

References

Zimbardo, P.G. (2007). *The Lucifer effect: understanding how good people turn evil.* New York:

Random House.