Introduction to APA Format

The following guidelines are suggested by the Publication Manual of the American Psychological Association – 6th Edition. Copies of the manual are available in the Academic Resource Center along with specific handouts regarding APA style.

Format	Preferred typeface is Times New Roman, with 12-point font size Double space between all text lines
	Do not add additional spaces between paragraphs
	1" margins at top, bottom, left and right of every page
	Length of line is maximum of 6 1/2 inches
	Do not justify lines - leave right margin uneven or ragged
	Do not use the hyphenation function to break words
	Indent the first line of every paragraph (5-7 spaces or 1/2 inch)
	The first line of abstracts and block quotes are not indented
	Paragraphs should never run one complete page - break them up
Title/Page #s	Title of work should be centered on title page - no longer than 12 words
	Insert on the left side in header - Running head: ABBREVIATED TITLE
	Also in the header is page 1
	Following the centered title include author by-line, institutional affiliation,
	and author note (course number, etc.)
	Number all pages starting with the title page and including reference page, tables, figures and appendices.
Writing Style	Bulleted lists are now acceptable within a sentence to separate three or
	more elements
	First person "I" or "we" can only be used when referring to experiments or a work
	Reduce gender bias - only refer to authors being cited by last name
	Use active voice rather than passive (NO: The survey was conducted by YES: Scientists conducted the survey in)
	Use past tense to express action or condition at definite time in the past
	(NO: Smith presents similar YES: Smith presented similar)
	Insert one space after commas, colons, semi-colons, and periods in the
	Reference citations and after initials in personal names
	Use figures to express number 10 and above (12 cm wide, remaining 10%)
	Use words to express numbers below 10 (one-third of the class)

Use words for any number that begins a sentence (Twelve students...)

How Long Is An Introduction In Apa Paper

J Ma

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