
Running head on the Title Page:
Insert → Page Number: Plain Number 1.
Type: Running head: AND THE TITLE IN ALL CAPS (Max. 50 characters) → Tab, tab (to move the page number)
Select Different First Page

Running head on subsequent pages:
Insert → Page Number: Plain Number 1.
Type: THE TITLE IN ALL CAPS → Tab, tab

Paragraph Indent:
Tab to indent paragraphs

Heading:
Level 1

Heading:
Level 2

Heading:
Level 3

Block Quote:
A quotation over 40 words long should be indented 1/2" from the left margin. No quotation marks.

Margins:
Leave at the default setting: 1 inch on all sides.

Title Page:
• Full title of paper
• Your name
• Instructor’s name
• Course

Method

Paper Layout
Your APA Style paper will start with a separate title page unless your professor has specified otherwise. Each page must have a running head, even the title page, but only the title page labels it such. You will double space after periods within the body of the paper but single space after periods in the References (Covone, 2010).

The body of your paper should start with an abstract describing the problem addressed in your paper. In this paragraph, be accurate, non-evaluative, and concise (American, 2010). “All information you use must be properly cited.” (Paz, et al., 2012, para. 3) to avoid the appearance of plagiarism.

Reasons

Author priority: You may wonder why you have to use APA style when you are already familiar with MLA style citations from your English class. According to Camacho (2013), different disciplines use different styles to suit their requirements.

While there is no official style for business writing, the most common citation style in business research has not been determined previously. . . . The results show that 69% of business journals use a publisher-dictated style, whereas the “traditional” citation styles. 11% use the American Psychological Association style, 10% use Harvard style. 8% use Chicago style, and none use Modern Language Association style (p. 49).

Date priority: More likely, you are writing your paper for a science class. Scientific papers begin with an unbiased and comprehensive review of previous research, a sequential case” (Ablock, 2013, p. 54)
References


