**Ten Tips for Writing a Paper in APA**

1. In APA formatting, only the left margin is justified.

2. Only use Times New Roman 12 pt. font.

3. Papers should be double spaced with one-inch margins on all sides.

4. Never switch formatting partially through your paper. Do not change fonts, and do not switch from single to

double spaced, or vice versa.

5. Try to avoid contractions and informal/colloquial language.

6. A page header must be included at the top of every page in your paper. To create a page header, insert the

page number flush right, and then type the title of your paper in the header flush left. The page header should be in all capital letters.

7. Papers written in APA have four major sections. These sections include a title page, an abstract, a main

body, and a reference page.

Title Page format:

 The title page must have page header that is slightly different from the page header on all of

the other pages of the paper. Your page header should still include the page number flush

right, but the title in the header should look like this:

Running head: TITLE OF YOUR PAPER

 Also on the title page, the elements below should be included. They should be centered in the

upper half of the page.

Title

Your Name

Institutional Affiliation

Abstract format:

 Papers written in APA format must include an abstract.

 The abstract should begin on the page after the title page.  On the first line of this page, center the word "Abstract"

 Beginning on the next line, write a concise summary of the key points of your paper.

Main Body format:

 The main body of the paper begins on the page after the abstract.

 The main body includes your introduction, all of your body paragraphs, and your conclusion.

Reference page format:

 The reference page includes a list of all of the references that you used in your paper.

 Guidelines for how to cite sources can be found on the Purdue OWL website:

[http://owl.english.purdue/edu.](http://owl.english.purdue/edu)

8. Always use in-text citations for direct quotes and paraphrases. APA citations consist of the

author's last name and the year of publication, in parentheses, with a period after the entire citation (Smith, 2011).

 If you are directly quoting from a work, you must include the author, the year of publication,

and the page number. Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses. Include the page number at the end of the quote (p. 77).

9. APA requires a reference page that was previously talked about above. For help with reference page

formatting, visit the Purdue OWL website: [http://owl.english.purdue/edu.](http://owl.english.purdue/edu)

10. Remember to check your paper for spelling errors and typos. Try reading the paper aloud. It is also helpful to have a peer proofread your work.

**After reviewing these guidelines, you may still have questions.**

If you need further assistance with this or any other writing issue, visit the Academic Writing Center. More information can be found at our website: uc.edu/awc.