Basic APA Format Guidelines

Margins: One inch on all sides (top, bottom, left, right)

Font Size and Type: Times New Roman with 12-pt. font size.

Spacing: Double-space throughout the paper, including the title page, abstract, body of the document, and references.

Alignment: Left justified (creating uneven right margin).

Paragraph Indentation: Indent the first line of every paragraph 5-7 spaces, or ½ inch. Do not indent the abstract, block quotations, titles and headings, table titles and notes and figure captions.

Pagination: The page number appears in the header one inch from the right edge of the paper on the first line of every page beginning with the title page.

Page Header: The first five to seven words of the paper title appear in all caps flush with the left margin on every page beginning with the title page. Using a word processor, the page header and page number can be inserted into a header, which then automatically appears on all pages. “Running head:” appears on the first page in front of the words of the title in all caps. Use “Different First Page” in formatting the header in MS Word.

Paper Title: Uppercase and lowercase letters, centered on the title page. The recommended length of the title is no more than 12 words. (2.01, page 23).

Author: Uppercase and lowercase letters, centered on the line following the title.

Author Affiliation: Uppercase and lowercase letters each centered below the author’s name.

Running Head: The words “Running head:” appear on the title page followed by the full title typed flush left in all uppercase letters at the top of the title page and all subsequent pages. The running head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words. (8.03, page 229).

Abstract: Brief summary of the most important elements of the paper. It should range from 150 to 250 words. Begin the abstract on a new page with running head and page number 2. Type Abstract in uppercase and lower case letters, centered, at the top of the page. Type the abstract as a single paragraph without paragraph indentation.

Author Note: Author note is not required for theses and dissertations.

Body: The body of the text starts on page 3 with the Title in uppercase and lower case letters.
centered on the first line below the page header. The text of the paper begins on the line following the paper’s title.

**Quotations:** A quotation of fewer than 40 words should be enclosed in double quotation marks. A quotation of 40 or more words should appear in a block quotation without quotation marks set apart from the surrounding text, in block format, with each line indented five spaces from the left margin.

**Reference List:** The References list begins on a new page. The word References is centered on the first line below the page header typed in upper case and lower case letters. Double-space all reference entries. First line is left justified. Subsequent lines are indented (hanging indent). Entries are organized alphabetically by surnames of first authors.

**Order of Pages (Arrange your paper as follows):**
- **Title Page** – includes title, running head, author byline, institutional affiliation, and author note.
- **Abstract** – start on separate page, numbered page 2
- **Body of Text** – start on a separate page, numbered page 3
- **References** – start on a separate page
- **Tables, Figures, Appendices** (only if applicable)

**Page Numbers and Running Heads:** Pages are arranged in the correct order and numbered consecutively, beginning with the title page. Each page contains the running head along with the page number.

*These guidelines are based on the sixth edition of the Publication Manual of the American Psychological Association. This manual is available in both the Main CCTC Library located in Building 500 and in the HSC Library located in downtown Sumter. **Check with your professor for specific instructions on formatting your paper**


**NoodleBib Citation Software**

*NoodleBib* generates, edits, and publishes an APA Reference list that complies with all of the rules detailed in the APA Publication Manual; NoodleBib takes care of punctuation, alphabetization and formatting, producing a polished source list that can be imported directly into your Word document. To access, log in to myCCTC, choose the Library tab, then click the NoodleBib link. Or go directly to [NoodleTools Homepage](https://noodletools.com)

To set up an account from Off Campus, use this user/password to get started:

(Username: cctcPassword:sumter)

**Purdue University Online Writing Lab – APA Formatting Guide**
Purdue University has created an online writing guide specifically for APA. It includes example reference formats, a sample APA paper, and styling tips. Check it out at the following link:

[General APA Guidelines in the Owl at Purdue Webpage](https://owl.purdue.edu/owl/research_and_citation/research_paper/apa_style/apa_format_and_style/apa_format_and_style.html)

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