**APA PAPER – FORMATTING GUIDELINES**

GENERAL

* Your paper should be written in Times New Roman size 12 font.
* Your paper should be double spaced.
* You should place two spaces after a period (this helps with proofreading).
* All pages should have the page number in the top right hand corner.

TITLE PAGE

* Centered on the page you should include: the title of your paper, your name and the school you wrote the paper for.
* Put your title in 14-pt. Bold Text.
* Do not underline the title.
* Capitalize all first letters of each main word in the title and subtitles (nouns, adjectives, verbs are capitalized). Prepositions are not capitalized.
* Double space between the title, your name and the school’s name.

HEADER

* You must include a header on each page of your paper. This should be a shortened version of your title (no more than 50 words).
* The header should be at the top of the page and aligned to the left.
* On the first page include Running head: and then the title in ALL CAPS.
* On all remaining pages just put the title in ALL CAPS as the header.

ABSTRACT

* Your abstract should be on a page all by itself.
* It should be on the first page after your title page.
* The abstract should summarize what your paper is about in a short, easy to understand paragraph.