American Psychological Association (APA) Formatting and Design Basics

Area	APA Directions	Example
Font, Margins, spacing (all pages) *See pages 228-9.*	Use Times New Roman, 12 point font. Margins are 1 inch (do this by clicking on the "Page Layout" tab in Microsoft Word). Double Space all text by selecting "paragraph" in Word.	This handout meets these specifications *except* the examples are in 9 point font and not all the text is double-spaced.
Headers & Title page (page 1) *See pages 23 & 229-30.*	1. The header on the title page is "Running head:" + your essay's title in all caps. The header on this handout is an example. For each page following, do not include "Running head."	Running head: APA BASICS FROM THE BU 1 WRITING CENTER APA BASICS FROM THE BU WRITING CENTER 2
	2. Title, your name, and institution are centered in the top half of the title page. Each occupies its own line.	APA Basics from the BU Writing Center Cassandra Book Bellarmine University
Abstract (page 2) *See pages 25-27.*	1. The "Abstract," or summary of the essay, is typically page 2. Published essays in APA require an abstract, but professors may not require it for certain assignments. If you are unsure, just ask.	Abstract This essay covers the history of APA at Bellarmine. It is designed to give users, particularly those at the graduate-level in education, nursing, and communication, a basic overview. The current rules and page numbers referenced are from the *Publication Manual of the American Psychological Association*, Sixth Edition.
Sections and subsections in essay's body (begins on page 3) *See page 62 (subheadings 1-5)*	1. Page 3 begins with the title centered (not in bold). Do not use "Introduction" as a beginning subheading.	APA Basics from the BU Writing Center In response to questions about APA, the Bellarmine Writing Center created handouts.

	2. Subheadings divide your essay into sections. The 1st subheading level is formatted as centered, bold. For a section within that subheading, formatting is flushed left, bold. The 3rd level is indented, bold, lowercase and ends in a period.	**History of APA Use at Bellarmine**
		Assignments in the 1980s
		    Lansing School of Nursing.
		Assignments in the 1990s
		    Lansing School of Nursing.
		    Education adopts APA.