APA Style Formatting Guide

General Guidelines
- Times New Roman, 12pt. font
- 1-inch margins
- Double-spaced

Formatting Header
First page → Running head: TITLE OF PAPER   1
> *To format*: click in header > select "Different First Page" > insert > page number > top of page > right aligned page number > click back in header >type header*

Remaining pages → TITLE OF PAPER   1
> *To format*: click in header > add page number > click back in header > type header*

Title Page (1st page)
In the upper-middle part of the first pager, include the following elements:
- Title of Paper
- Your Name
- Class
- Institution (West Texas A&M University)
- Date

Abstract (2nd page)
- Type **Abstract** (bolded) at top of page
- The abstract paragraph will not be indented
- After abstract paragraph, indent 1/2-inch (tab) and type *Keywords:* (italicized)
    - Next to *Keywords:* type a few words that relate to your paper separated by commas

Headings and Subheadings** (body paragraphs)
- Main heading → centered and **bolded**
- Section heading → left aligned and **Bolded**
- Subsection heading → indented ½ inch, **bolded** phrase at the beginning of paragraph

Main Heading

Section heading
> **Subsection heading.**

Reference Page (Last page)
Formatting Guidelines
- Alphabetical order
- Double spaced
- Hanging indent (see below for formatting instructions)
- Remove all hyperlinks

Books
Last Name, F. I.*** (Year published). *Title of book*. Publishing city, state: Publisher.

West, R., Turner, L. H. (2014). *Introducing communication theory: Analysis and application (5th ed)*. New York, NY: McGraw-Hill Education.

Article in an online journal
Last Name, F.I. (Year published). Title of article. *Title of Journal, Volume*(Issue), page range. Retrieved from http://example.com

Tuchman, G. (1979). Women's depiction by the mass media. *Signs: Journal of Women in Culture and Society*, *4*(3). 528-542. Retrieved from http://www.jstor.org/stable/3173399.

In-Text Citations
Elements to include
- Author(s) Last Name(s)
- Publishing year
- Page number used (always use for direct quotations)

(Last Name, Year, p. #).

Example
Before technology became popular, bullying was confined to face-to-face interactions (Wong, Chan, & Cheng, 2014, p. 424).

Note: period should occur after in-text citation, not before.

Formatting Hanging Indent
To format: Highlight all citations > Paragraph dialogue box or Spacing settings > select "Hanging" under Special Indent

*Word will automatically format this into Calibri, 11pt. font. Make sure this is in Times New Roman, 12pt. font

**you should only use headings for long papers with multiple sections addressed (i.e. research papers). Avoid using headings for short papers

***stands for First Initial