

# APA Style Reference Sheet- 7<sup>th</sup> Edition

## 1. Format the paper

- **Margins:** 1 inch on all sides.
- **Font:** Times New Roman 12 point font
- **Spacing:** Double-spaced typed on standard size paper (8.5 by 11 inches).
- **Indentation:** Indent paragraphs 5-7 spaces (use the tab key). Exceptions: Abstract and block quotes.
- **Alignment:** Left align all text. Exceptions: headings (see section about headings).
- **Page numbers:** Begin page numbers on the title page.
  - Page numbers should appear in the upper right-hand corner of the header.
  - Use "View" > "Header" in Microsoft Word to set page numbering.

## 2. Format the title page

The title page is the first page of an APA paper, and it should include the following:

- **Title of Paper:** Centered on the upper middle of page 1 in **bold** font. Capitalize all major words.
- **Author:** Centered on the page, underneath the title. **ONE** double-spaced line between title and rest of title page required content.
- **Author Affiliation:** The author's institution (e.g. Jersey College) centered underneath the author's name.
- **Course Name:** English Composition
- **Instructor Name:** Mr. Bemis
- **Due Date**
- **Page number:** Flush right at the top of the "Title Page."
- **Font:** APA 7<sup>th</sup> edition now allows for several different fonts. **HOWEVER-** APA papers submitted for course credit at Jersey College should be typed using **Times New Roman 12 point font** unless the instructor requests otherwise.

Sample "Title Page" on next page.

# College Style Sheet

**Mary Ellen Lepionka**



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