APA Document Guidelines

- **Margins:** One inch on all sides of the document

- **Font size and type:** 12-pt. Times New Roman font

- **Line spacing:** Entire document is double spaced

- **Spacing after punctuation:** Space *once* after commas, colons and semicolons within sentences. Insert *two spaces* after punctuation marks that end sentences.

- **Alignment:** Flush left (this creates an uneven right margin)

- **Paragraph indentation:** 5-7 spaces

- **Pagination:** A page number appears one inch from the right edge of the paper on each page of the document.

- **Running head:** The running head is a short title that appears at the top of each page of the document; however the actual words “Running Head” only appear on the title page. The running head should not exceed 50 characters and that includes punctuation and spacing.

- **Active voice:** Use the active voice instead of passive.

- **Order of the pages:**
  - Title page
  - Abstract
  - Body (Content)
  - References
  - Footnotes
  - Tables
  - Figures
  - Appendixes