

APA Citation Style

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