

Writing With Style

APA Style Made Easy

Lenore T. Szuchman

Chapter 9

The Title Page and Formatting

TITLE PAGE

Font should be the same as the other pages

NOT LARGER

- Title
- Your name
- Your institution
- Running head
- Page number

Title

- 12 words or fewer
- Makes sense standing alone
- Names important variables
- Identifies relationships among variables (unless it is obvious)
- No abbreviations
- No wasted words (e.g., A Study of...)
- Centered horizontally in upper half of page
- Capitalize each important word — No bold font

Your name and affiliation

- Your name centered one double space below the title
- The name of your institution spaced one double space below your name

Running head

- A summary of your title
- 50 characters or fewer — including spaces
- Use the title itself, if it is that short
- Place it flush left in the header space
- On title page looks like this:
Running head: BLAH BLAH BLAH BLAH
- On all other pages it looks like this:
BLAH BLAH BLAH

Page number

- Flush right on every page
- Yes, including the title page — which is page 1
- Use the same font as everything else
- Use a number only — not the word “page” followed by a number

Superman or Elmo? Moral Orientation, Color Preference, and Fantasy Character Experience

Lenore T. Szuchman

Bary University

GENERAL FORMATTING RULES

- Times Roman 12-point font throughout
- Use special characters from the “insert symbol” menu as needed (e.g., chi, multiplication symbol)
- Start a new page for abstract, references, each table, and each figure
- Do not start a new page for any other sections (unless the heading for a section would otherwise be all the way down at the bottom of a page, all by itself)

- Double space throughout
 - Exception: 1.5 space allowed for tables
- At least 1-inch margin on all sides
- Left justify — right margin should be “ragged”
- Paragraph indents are $\frac{1}{2}$ inch
 - Don’t indent for abstract
 - Certain headings should be flush left
 - Figure captions should be flush left
 - Reference indents should be “hanging”

Order of pages

1. Title page
2. Abstract
3. Body of the paper
4. References
5. Tables
6. Figures
7. Appendixes