Prepared by Lusine Avagyan,
Writing Consultant

How to format an essay in APA style?

APA (American Psychological Association) *Style* originated in 1929, when a group of psychologists, anthropologists, and business managers convened and sought to establish a simple set of procedures, or *style rules*, that would codify the many components of scientific writing to increase the ease of reading comprehension. As with other editorial styles, APA Style consists of rules or guidelines that a publisher observes to ensure clear and consistent presentation of written material[1].

- **Setting margins:** Select the FILE menu, then PAGE SET UP. The MARGIN tab should be open in the dialogue box. Type the number 1 in all boxes: left, right, top, bottom.
- **Double spacing:** Select the FORMAT menu, then Paragraph. In the middle of the Paragraph dialogue box, click the drop-down menu under LINE SPACING, select double.
- **Creating a Header:** Select the VIEW menu, then HEADER and FOOTER. The Header box will open up. Type in the title of your paper (a revised version that is less than 50 characters).Close the header. It will now appear on every page of your document, with the correct page number.
- **Indentation:** There are no extra spaces between paragraphs. Just press the "TAB" key on your keyboard before starting your new paragraph.
- **Font:** The font is either Times new Roman, 12 point, or Arial, 12 point.
- **In-text citations:** In-text citations are placed within sentences and paragraphs so that it is clear what information is being quoted or paraphrased and whose information is being cited[2].
- **Reference list:** At the end of your assignment, you are required to provide the full bibliographic information for each source cited in text. References must be listed in alphabetical order by author, and then chronologically[3].

The title page should include the following:

- Title of the paper
- Your name
- Name of the college or school
- The course name

The information above is double spaced and centered on the first page of the document (centered both top to bottom and side to side).

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[1] American Psychological Association. What is APA style? Retrieved 09.15.13, from http://www.apastyle.org/learn/faqs/what-is-apa-style.aspx
[2] Cornell University Library. Citation Management. Retrieved 09.20.13, from http://www.library.cornell.edu/resrch/citmanage/apa
[3] The University of WAIKATO. APA Referencing Guide. Retrieved 09.21.13, from http://www.waikato.ac.nz/library/study/guides/apa.shtml

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It should also be noted that different instructors may require different guidelines on how they want to have their papers set up. Please check instructor's notes or guidelines in addition to these rules.