**APA Format Guidelines: (also see Purdue OWL APA Format website)**

1. **General Format**: ***Entire paper*** double-spaced with 1" margins on all sides in 12-point Times New Roman font. **4 Main sections:** ***Title Page, Abstract, Main Body, and References***.

2. **Title Page**: Centered on upper half of the page and Double-Spaced:

Title of Paper

 Your Name

 Institution Name (Florida Southwestern State College)

Page number goes at the right margin, running head (see #3 below) at left margin.

3. **Running Head**: On the title page upper left corner (at 1" margin), indicate the following:

 Running head: TITLE OF PAPER

Then on ***all subsequent pages*** in upper left corner (at 1"margin):

 TITLE OF PAPER (in all caps and without "Running Head" before it)

4. **Abstract Page** (Separate page following your title page): On the first line (after the running head in upper left corner) center the word "Abstract" without quotations, italics, underlining or bold. The next line at left 1" margin and follows in block form (no indentations). Between 150-200 words, one block paragraph (no indentations) and double-spaced. Abstract contains your topic, a summary of your paper including any research methods, results, and conclusions. **OPTIONAL:** You can include key words by indenting the last line of the abstract with the following: *Keywords* (italicized): then list your keywords (not italicized)

5. **Body of Paper:** Should flow from an introduction to the main body to the conclusion. In-text citations ***must*** be included by listing the author's last name, first initial, followed by the year in parenthesis. James, A. (2002). See website for format when more than one author exists. Page or paragraph numbers are required when using direct quotes. Direct quotes 40 words or under: include in your text with quotation marks, over 40 words: an indented block of words *without* quotation marks.

6. **Reference Page:** At the top of the last page of your paper, center the word References (no quotations, bold or underlining).

**Basic Rules of Reference Page**:

* All lines after the first line of each entry is indented 1/2 inch (this is called a hanging indentation).
* Authors' names for each reference are listed alphabetically with last name first then a comma, first initial and the year in parenthesis. (See website for format with multiple authors)
* Multiple articles by same author are listed in chronological order from earliest to latest.
* Present journal titles in full
* Capitalize all major words in journal titles.
* Titles of books, chapters, journal articles and web pages: Capitalize only the first letter of the first word and the first word after a colon or dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
* Italicize titles of longer works such as books and journal titles.
* Do not italicize, underline, or put quotation marks around the titles of shorter works such as journal articles. Just the title of the journal (not the article) needs to be italicized.
* Indicate authors, titles, and "Retrieved from http:" for website references.

***NOTE: "Acceptable" Turnitin Percentages: 25%***