

Running head: APA FORMAT

Title of paper is in all capital letters and left aligned. Repeat the title (not 'Running head' – that just tells you that the heading “runs” from page to page) on every page of the document. Title at top of page cannot be over one line.

Page number is right aligned. Repeat sequentially on every page of the document.

Title of paper is in title case and centered in the upper half of document.

General Format Guidelines

The entire paper is 12-point, Times New Roman font. Note: Because Calibri font has become the ‘default’ font for business documents, some professors allow Calibri in 11 or 12 points – ask your professor.

The entire paper is double-spaced, unless your professor requires single spacing.

All margins are 1 inch: top, bottom, and sides.

Do not print on the back of the paper unless your professors requires it.

APA Format: For Class Documents

Student Name(s)

Like: BCOM 3200.501

Class Prefix, Number, Section, Class Name

Professor Joan Smith

2016, May 04

Put the due date here.



Figure 1
Writing in APA Style
(American Psychological Association, 2017)

All figures obtained from another source must contain:

- A label (Figure 1)
- A title (Writing in APA Style)
If the source has no title, create one.
- A citation (Am. Psy. Assoc., 2017)
- A full reference for the citation at the end of the document.

Abstract

The abstract summarizes the article or paper. Scholarly journals typically require abstracts, but do not include one for class papers unless the professor requires it. Abstract paragraphs, unlike the paragraphs in the rest of the paper, are not indented. Note that the title, Abstract, is not bolded as section headings are.

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Because APA guidelines are for manuscript writing for scholarly journals that typically do not require Tables of Contents (TOC), APA does not address TOCs (APA Style, 2019). Do not include a TOC unless the professor requires one.

APA format requires unlabeled section headings – no numerical or Roman numeral headings.

APA format does not use numbered or Roman numeral labels with section headings (1, 1.1, 1.2, 2, 2.1, 2.2, 2.3, etc. or I, A, 1., a., etc.) (Lee, 2009). Part of the reasoning behind this is that labels are confusing and distracting for the reader. Instead, APA designates section headings with only descriptive words. Such headings increase the smooth flow of reading because the reader knows exactly what is coming next. APA offers five levels of section headings. This sample shows the first three. To find all five, see the APA Style Blog referenced on the last page of this document under Lee, 2009 (<https://blog.apastyle.org/apastyle/2009/07/five-essential-tips-for-apa-style-headings.html>).

Sample Paper

A sample APA paper can be found in the link “sample papers” on the APA Style blog here (Lee, 2010): https://blog.apastyle.org/apastyle/2010/06/headings-and-the-use-of-boldface-type.html?_ga=2.118391625.198659677.1555619740-238014919.1555532009&_gac=1.190173401.1555619740.Cj0KCQjwq7XMBRCDARIsAKVI5QYp-92x_rMu4FMj0EtHrijrNn3ZFS104PzabFXySiEio2B_jjMgmIaAg3tEALw_wcB

Basic Elements of an APA Reference

Author or Source. (Date of Publication). Title of article or work. *Publication* Information.

Retrieval Information

For complete APA information on citing, referencing, and paraphrasing, ask for the BCC handout, “APA Citations.”

References

- APA Style. (2019). Table of contents. American Psychological Association. Retrieved from <https://www.apastyle.org/learn/quick-guide-on-formatting#Table%20of%20contents>
- American Psychological Association. (2017). Writing in APA style. Retrieved from http://www.apa.org/pubs/apastyle/?gclid=Cj0KCQjwq7XMBRCDAIsAKVI5QYp-92x_rMu4FMj0EtHrijrNn3ZFS104PzabFXYYySiEio2B_jjMgmIaAg3tEALw_wcB
- Lee, C. (2009, July 9). Five essential tips for APA style heading [Blog article]. APA Style Blog. Retrieved April 4, 2019 from <https://blog.apastyle.org/apastyle/2009/07/five-essential-tips-for-apa-style-headings.html>
- Lee, C. (2010, June 24). Headings and use of boldface type [Blog article]. APA Style Blog. Retrieved from https://blog.apastyle.org/apastyle/2010/06/headings-and-the-use-of-boldface-type.html?_ga=2.118391625.198659677.1555619740-238014919.1555532009&_gac=1.190173401.1555619740.Cj0KCQjwq7XMBRCDAIsAKVI5QYp-92x_rMu4FMj0EtHrijrNn3ZFS104PzabFXYYySiEio2B_jjMgmIaAg3tEALw_wcB
- Lee, C. (2011, April 14). How to use five levels of heading in an APA style paper [Blog article]. APA Style Blog. Retrieved from <https://blog.apastyle.org/apastyle/2011/04/how-to-use-five-levels-of-heading-in-an-apa-style-paper.html>
- United States Department of Labor. (2014, December 7). Food Industry Positions. *Occupational Outlook Handbook*. Retrieved from <http://www.bls.gov/ooh/foodindustry/managers-dietitians-chefs.htm>