APA Style® (6th ed.) Formatting Rules

# Figures

* + Legend and caption required
  + Italicize “Figure x.” but not the caption.
  + Figures from another copyrighted source require copyright permission; give credit in the figure caption (p. 200)

# Font

* + Preferred APA typeface is Times New Roman, 12 pt.

# Line spacing

* + Use double-spaced line spacing throughout the text, including the reference list and block quotations

# Margins

* + Left-aligned margin, ragged right edge
* All margins: 1.0”
  + Indent the first line of every paragraph by 1 tab space (1.27 cm/0.5”)
  + Indent block quotation (quotation of 40+ words) by 1 tab space (1.27 cm/0.5”) from left margin

# Numbers

* + Use figures to express numbers ≥ 10
  + Use words to express numbers ≤ 9
  + See pp. 111-115 for more information

# Page Numbering

* Page number is always in the top right corner of a page
* Academic convention: Title page doesn’t show a page number, although the page is included in the overall page count.

# References

* + Titled “References” (not bibliography, works cited, reference list, etc.)
  + Title should be centred but not bolded
  + Every reference begins at the left margin and should have a hanging indent
  + Double-space the reference list

# Running Head

* Appears in top left corner of every page (i.e., in the header); no more than 50 characters, including spaces
* Title page: “Running head: SHORTENED TITLE OF PAPER”
* Subsequent pages: “SHORTENED TITLE OF PAPER”

# Tables

* + Single- or double-space within tables to improve readability
  + Include table note (general, specific, probability)
  + Tables from another source require copyright permission; permission should be noted in the table note

## Section Headings

Headings help to give structure to your document and allow your reader to clearly understand the levels of organization within your paper. The American Psychological Association’s (2010) heading rules are specific:

**Centred, Boldface, Uppercase and Lowercase Heading** (1)

**Flush Left, Boldface, Uppercase and Lowercase Heading** (2)

**Indented, boldface, lowercase paragraph heading ending with a period*.*** (3)

***Indented, boldface, italicized, lowercase paragraph heading ending with a period****.* (4)

*Indented, italicized, lowercase paragraph heading ending with a period.* (5) (p. 62)  
Use Word styles to format your headings, and format them consistently within each level throughout the entire document. Also, “avoid having only one subsection heading and subsection within a section, just as you would in an outline. Use at least two subsection headings within any given section, or use none” (p. 62). Use the heading levels sequentially; that is, use level 1 for your top level of heading, level 2 for your next level of heading, and so forth. The introduction should not have a heading as it is assumed that the first section is the introduction (p. 63). For example:

**Literature Review**

**Definitions**

**Historical perspective**

**Pre-1700s.** Paragraph begins on the same line as the paragraph heading.

**Modern history.**

Please visit [APA Style](http://library.royalroads.ca/writing-centre/citing-resources/apa-style) for more information.

Reference

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.