**Setting up the Title Page:**

**Margins, line spacing, paragraphs:** Use margins of at least one inch on all sides. (In Word 2013, go to Page Layout, Margins and choose Normal—1” on all sides). **Double-space the entire paper** (including title page, quotations, notes, and the list of references), with no extra blank lines between paragraphs (remove extra lines by clicking the dropdown for line and paragraph spacing just above Paragraph on the Home tab, then click Remove Space After Paragraph). **Indent the first line of each new paragraph a half-inch on the left.** Indent set-off block quotations one inch on the left. **Left margin only should be justified.** Use 12-point serif typeface (Times New Roman, Courier, etc.)

**Page numbers and running heads:** APA format requires use of a running head, which is an abbreviated title, aligned left in the Header area (half an inch from the top edge of the paper). The page number is aligned right in the Header area. Begin page numbering with the title page (page 1), and number pages consecutively. Type the running head in all capital letters, except for the words “Running head:” (Note: Don’t capitalize the “h” in the word head.) **The running head should be a maximum of 50 characters, counting letters, punctuation, and spaces.** The running head should appear on each page of the manuscript; however, the words “Running head” appear only on the title page. (see section 8.03, pp. 228-231, in the APA Publication Manual, 6th ed.)

**To add header in Word 2013:** Go to Insert>select Header>choose Blank. Check the Box for “Different First Page.” Type **Running head:** and your **ABBREVIATED TITLE** (in all caps, not in bold!), Tab twice, and type the numeral 1. Highlight the info you just typed into the header area, right click or go to the Home tab, and change the font to Times New Roman 12 pt. (to match the font of your text). Double click out of or close Header.

**On the second page of the paper,** click in the Header area, click Page Number>Top of Page>Plain Number 3 (this automatically numbers remaining pages). Type just the **ABBREVIATED TITLE** (all caps), Tab twice, highlight the abbreviated title and the number 2, and change the font. Double click out of or close Header.

**Title Page**—The title page should include a running head, the full title of the paper, author byline, and institutional affiliation. Center the title of the paper on the upper half of the page. Your name (author byline) and your affiliation (Trident Technical College) go on separate lines below the title. Only include other information on the title page if directed to do so by your instructor. Don't italicize or underline your own title or put it in quotation marks.
APA style is a standard method of presenting written information in the science disciplines that ensures consistency and clarity in the presentation of written material for publication. The most current APA style information comes from the Publication Manual of the American Psychological Association, 6th edition.

**Basic APA style tutorial:** [http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx](http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx)

A primary rule of APA style is that the writing should be clear, concise, and direct. Communicate your ideas in writing as succinctly as possible. Avoid flowery, verbose, and/or convoluted sentences. When using APA style, the way you express your ideas should be appropriate for a professional, scientifically oriented reading audience.

**General info about APA citation format:**

APA in-text citations include the year of publication of the source. Ex. (Smith, 2010)

If you quote directly, also include a page or paragraph reference in the in-text citation. Ex. (Smith, 2010, p. 42)

Do not indicate an author’s gender in the Reference page citation, even if you know it. Use initials rather than full names. For example, if the authors’ names are John W. Jones and Roberta Jane Maxwell, your reference citation should read:

Jones, J. W. & Maxwell, R. J.

**Sample Reference page citations:** The following citation is for an article by John W. Jones and Roberta Jane Maxwell titled “Human Services Field Studies: Statistics and Evaluations,” which appeared on pages 146-148 in Volume 12, Issue 6 of the journal Career Investigations, published in 2013 and retrieved from Academic Search Premier database at TTC. The doi for the article is 10.1182/1366sta41258239rbd321


*If the article did not have a doi assigned, include a retrieval statement to the journal’s homepage:*

[Capitalize only the first letter of the first word of article title and first letter of first word of subtitle (word after : )](#)