

APA Style Paper & Title Page Considerations

Typeface (font)

12 point Times New Roman or
12 point Courier

Margins

Left margin*: 1 inch (*It is acceptable on student papers to use a 1.5 inch left margin; ask your professor if you are unsure.)
Right margin: 1 inch
Top margin: 1 inch
Bottom margin: 1 inch

Spacing

Double-space your entire paper – *including the title page and references* (note: Word 2007 defaults to 1.5 spacing, so make sure you change it to double (2) spacing)

Header

Right justified
The first two or three words from your title

Pagination

Part of the header; to the right of the two- or three- word header
The title page is page 1

Running head

A running head is something usually included in manuscripts sent to publishers for publication; however, it is not abnormal for student papers to include them as well. Ask your professor to determine if it should be a part of your title page.

Flush left

Top of normal page area (but below the header)

Preface with Running head:

Actual running head is in all caps

Does not exceed 50 characters including spaces, punctuation and letters

Title

A title is a summary of the main idea of your paper, and should be self-explanatory standing alone

Centered horizontally

Centered, with the byline, vertically on page (not perfection, just eyeball it)

Upper- and lower-case lettering

Byline and University Affiliation

On the next double-spaced line below the title

Centered horizontally

Centered, with the byline, vertically on page (not perfection, just eyeball it)

Name should include first name, middle initial, last name

On the line after your name give the university affiliation

Running head: RESEARCH IDEAS OF UNC NURSING STUDENTS

Research Ideas of University of Northern Colorado Nursing Students:
How Student Research Leads to Greater Diversity in Professional Knowledge

Karen L. White, Faye M. Merrill, Nancy R. Hessler

University of Northern Colorado