**General Guidelines**

- **Double-space** between every line.
- Use **Times New Roman** typeface.
- Font size should be **12 pt**.
- Set margins to **1 inch** on all sides.

See the [APA Citations] Research Guide for more in-depth instructions on formatting your paper.

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**Guidelines for Title Page**

1. The title page should include the **title** of the paper, the **author’s name**, and their **institutional affiliation**.

2. Type the **title** in upper and lower case letters. Center in the upper half of the page.

3. Do not use titles (Dr.) before, or degrees (Ph.D.) after, the **author’s name**.

4. The header, **Running head: TITLE OF YOUR PAPER** should be flush or aligned left and the **page number** should be flush or aligned right, one half-inch from the top of the page.

   ⇒ Note: The title in your header is a shortened version of your paper title. It’s limited to 50 characters including spaces and punctuation.

   ⇒ Note: The words “Running head:” should only appear on the title page. For the rest of the paper, the shortened TITLE (flush or aligned left) and page number (flush or aligned right) should be the header.

5. All text on the title page should be double-spaced.

6. Type the title of the paper in upper and lowercase letters centered at the top of the second page (do not **underline**, **italicize**, **make bold** or put in “quotation marks”) and continue writing your paper.

   ⇒ Note: Some professors may have different or additional requirements: Always follow the instructor’s guidelines.

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**Guidelines for Reference List**

1. Begin your Reference list on a **separate page** at the end of your research paper.

2. **Center** the word References at the top of the page (do not **underline**, **italicize**, **make bold** or put in “quotation marks”).

3. Use **double spacing** for all citations. Do not add extra space between entries.

4. List entries **alphabetically** by the author's/editor's last name or first word of title.

5. Indent the second and all subsequent lines of citations to create a **hanging indent**.
Example: APA Style Title Page

Running head: CAFFEINE AND COUGAR STUDY HABITS

The Effects of Caffeine on Cougar Study Habits: Insomnia, Anxiety, and Addiction Symptoms

Clawdette Cougar

Columbus State Community College

Example: APA Style References Page

References
