APA Quick Guide: Building your research paper

Formatting your Paper

- Use white paper 8.5”x11”
- 1” margins on all sides
- Black 12pt Times New Roman font, double spaced
- Click on “remove extra space after paragraph”

Title Page

- Running head: SHORT TITLE OF PAPER WITH PAGE NUMBER
- Full Title of Your Paper
- Full name
- Institution you’re writing from [WITC]

Main Body

- Running head with page number
- Left justified, start each paragraph with “tab”, double spaced
- Use proper grammar, sentence structure, and no contractions
- Type out numbers 1-9 (one, two, three, ect…)

Reference Page

- Running head with page number
- Hanging indent
- Double spaced

Always remember:
Even though programs like Word have built in citations, they only work as well as you put information in. So you need to know how APA works to make sure the shortcuts are correct.

Always print your paper single sided

For a step-by-step video of how to set up your research paper, check out our Training Videos page:
www.witc.edu/library/training-videos
Reference Examples:

In-Text Citations:
When paraphrasing and using the authors name in the sentence, simply add the date.

As illustrated by Dr. Seuss in his book The Sneetches and other stories (1961), the roots of segregation are arbitrary.

Direct quote containing less than 40 words:

“They kept them away. Never let them come near. And that’s how they treated them year after year” (Seuss, 1961, p.7).

Journal Article:
Author last name, First name initial. Middle name initial (year). Title of article. Title of journal, volume(number), first page-last page.


Book:
Author, First name initial. (year of publication). Title of work: Capital letter also for subtitle. Location: Publisher.


Multimedia:
Producer last name, First name initial. Middle name initial. (Producer). (year). Title of video. [type]. Country of origin: Studio.


Websites:


More information and resources:

- APA’s official website: APAstyle.org
- Purdue’s Online Writing Lab: owl.english.purdue.edu/owl
- Ebsco and ProQuest databases have citations already for you
- Stop into the Learning Commons to check out the APA Manual or ask for help