

## APA Page Formatting Guidelines

**Capitalization (in the body of the paper)** In the body of the paper, APA follows standard English capitalization rules.

**Capitalization (sentence case)** “Sentence case” means capitalization as it occurs in an ordinary English sentence.

**Capitalization (title case)** In “title case” (capitalization for titles, subtitles, and section headers), capitalize the first word, all important words, and all words longer than 3 letters.

**Indenting (paragraphs)** The first line of each paragraph should be indented .5 inch from the left margin.

**Indenting (block quotes)** For a quote of 40 words or longer, each line of the quote should be indented .5 inch from the left margin.

**Indenting (references list entries)** The first line of each entry should begin at the left margin, and second and subsequent lines should be indented .5 inch (a hanging indent).

**Line Spacing** Papers should be double-spaced with no extra space between paragraphs, before or after section headings, or between items in the references list.

**Margins** For a standard 8.5 x 11 inch page (letter-size), APA uses 1-inch margins on all sides.

**Page Numbers** Every page is numbered, including the title page, with page numbers located .5 inch from the top of the page and at the right margin. Page numbers should be in the same font and size as the rest of the document.

**Quotes (39 words or less)** The quoted material should be enclosed in double quotations marks [ “ ” ] with the parenthetical citation after the closing quotation mark and before any punctuation, like this: Author (2023) found that “long distance relationships were more challenging for participants who did not enjoy traveling” (p. 23).

**Quotes (40 words or more)** The quoted material should be indented .5 inch from the left margin. Quotation marks are not used, and the parenthetical citation follows the final punctuation, like this:

Author (2023) found that:

Long distance relationships were more challenging for participants who did not enjoy traveling, and those participants also experienced more stress in relation to holidays. (p. 23)

**References List** The references list begins with the word “References” (in bold) centered at the top of a new page.

**Section Headers** All section headers are bold and capitalized in title case, and are used in the following order: first level (centered), second level (at the left margin), third level (at the left margin, italic), fourth level (indented .5 inch from the left margin), fifth level (indented .5 inch from the left margin, italic).

**Tables and Figures** Each table or figure should have a numbered label (Figure 1, Table 1) in bold at the left margin, followed by its title (capitalized in title case) in italics, at the left margin. A caption following

the table or figure can be used to include additional information and copyright attribution. The caption begins with the word “note” in italics, like this: [ *Note.* ].

**Title Page** APA has a full-page title page, which includes the following information, centered and double-spaced, in this order: (1) paper title in bold and capitalized in title case, (2) student name, (3) course department, university name, (4) course number: course name, (5) instructor name, and (6) paper due date in Month Day, Year, format. The title page is page 1, and the page number should appear on the title page.