

APA 7th Edition: Formatting a Paper and Headings

The *APA Publication Manual* differentiates between papers meant for publication and those written by students. The following guidelines should be considered applicable to most student papers; however, you are advised to check with your instructors for any modifications that they may require.

General Format

APA requires that your essay be typed and double-spaced with standard 1" margins on all sides. At the top of every page you must include a page header that contains the page number on the right hand side. When it comes to choosing a font, the 7th edition of the *APA Publication Manual* only requires that the font be legible and accessible to all readers and that it is used throughout the paper, including within the page header. A few common choices include 12-point Times New Roman, 11-point Georgia, 11-point Calibri, and 11-point Arial. It is important to note that many font choices meet the criteria previously mentioned. Students are encouraged to check with their professors for clarification.

Title Page

Everything should be centered and double-spaced on the first page of your paper, and the title should start near the upper half of the paper (recommendation: press enter three times before writing your title). Immediately following the title, you should press enter twice before inputting the rest of the necessary information.

Note: The title page begins your paper, and should have the page number in the top right corner of the header; however, it is generally not counted in your page or word count.

- Title of the paper: Centered, bold, and title case.
 - Title case means that first and last words, nouns, verbs, adjectives, adverbs, and pronouns should be capitalized, whereas articles, coordinating conjunctions, and short prepositions should be lowercase.
- Author's name: that's you!
- Institutional affiliation: this indicates the location in which the research was conducted
- Abbreviated course name, course number, and full course name
- Instructor name
- Assignment due date

Example:

The Best Example in the World of How to Write a Title in Title Case

Paige Turner

Department of [the department you're writing the paper for], Yuba College

Abbreviated course name-course number: Full Course Name

Professor Smartie, PhD

February 30, 20XX

APA Headings

Headings in APA format are used to organize your paper and guide the readers through your ideas in a clear, logical way. In order to avoid long blocks of text, APA encourages writers to break their work into sections using a structured system of headings. Each level of heading represents a different level of importance, helping the reader to understand how your main points and supporting details are connected. The chart below outlines the five different levels of APA headings and how each one should be formatted.

7th Edition APA Headings	
Level	Format
1	Centered, Bold, Title Case Heading
2	Flush left, Bold, Title Case Heading
3	<i>Flush Left, Bold Italic, Title Case Heading</i>
4	Indented, Bold Title Case Heading Ending With a Period.
5	<i>Indented, Bold Italic, Title Case Heading Ending With a Period.</i>

Important: Certain special headings always begin on a new page and, for a student paper, those include the title page and references.

Example:

Level One Heading

Text begins as a new, indented paragraph.

Level Two Heading

Text begins as a new, indented paragraph.

Level Three Heading

Text begins as a new, indented paragraph.

Level Four Heading. Text begins on the same line following the heading and continues as a normal paragraph.

Level Five Heading. Text begins on the same line following the heading and continues as a normal paragraph.