APA 6 Formatting Guide

• The font should be set to 12 point, Times New Roman and the spacing should be double spaced.
  ○ For font types, click on the Home Tab in word and look in the box that is titled “Font”
  ○ For line spacing options, click on the Home Tab in word and look in the box that is titled “Paragraph” then click the style that is titled “Line and Paragraph Spacing”

• Headers
  ○ Under the Insert Tab, select “Page Number 3” in the box titled “Header and Footer” under “Page Numbers”
  ○ Within the Insert Tab, look in the box titled “Header & Footer” and click different first page. Just for the first page, type “Running Head:” then shortened version of your title
  ○ After your cover page, it should just be the title of your paper in the header. Insert an Alignment Tab (set to the right) before your page number to return the page number to the right side of the header

• Cover page ALL CENTERED
  ○ Title of the paper
  ○ Your First and Last Name
  ○ Professor’s Name
  ○ Name of the University/College (e.g. John Tyler Community College)
  ○ Check with your professor if the date is needed

• Abstract
  ○ This is the next page and should contain only the abstract of the paper
○ The first line should be titled “Abstract” and should be centered on the page

○ An Abstract is a brief summary of your paper that discusses the main points brought up within the paper. The word count should range from a minimum of 150 words to a maximum of 250 words. **Do not indent this paragraph**

- Body
  ○ First, type the title of the paper at the top of the page and center it
  ○ You can now indent your body paragraphs

- References
  ○ This follows the body but on a separate page
  ○ The first line should be “References” and should be centered
  ○ Each APA citation is listed in alphabetical order, aligned to the left and formatted with a hanging indent