

General Formatting

- typed in Times New Roman 12 pt font
- double-spaced
- printed on 8.5"x 11" paper
- 1 inch margins on all sides
- first line of each paragraph indented 1 Tab

Title Page

- title should be 12 words or less
- in top half of page, double-spaced:

Paper Title

Your Name

St. Thomas University

- your professor may request that you also list the course, professor's name, and date (in that order)

Page Numbers

- appear top right on every page
- start at page 1 on title page

Running Head

- appears top left on every page
- is a shortened paper title (50 characters max., including space and punctuation)
- is typed in ALL CAPS

How to Insert Page Numbers and Running Head in Word

On title page:

- click **Insert**→**Page #** (insert top left)
- make sure "Different First Page" option is checked
- place cursor before the page number and type Running head: YOUR SHORTENED PAPER TITLE
- with your cursor between the running head and page number, press Tab until the page number is flush right

On page 2:

- click **Insert**→**Page #** (top left)
- place cursor before the page number and type just YOUR SHORTENED PAPER TITLE
- with your cursor between the running head and page number, press Tab until page number is flush right

Abstract

- appears on page 2
- the title Abstract appears on the first line, centred
- do not indent the first line of paragraph
- write a 150-250 word summary of paper (i.e., topic, research questions, methods, results)
- if requested, provide keywords below summary
 - indent 1 Tab, then write *Keywords*:
 - list a few important terms that appear in your paper

Headings

- APA encourages students to use headings to label different parts of their paper
- common headings for research papers include **Introduction, Method, Results, and Discussion**
- these headings appear centred, in bold, like the title of this handout on the reverse
- headings for smaller sections within these sections will appear in bold, flush left, like the headings on this page

Block Quotations

- if your quotation is 40 words or more
 - put the quotation in its own paragraph
 - indent each line in that paragraph 1 Tab
 - place your in-text citation after the period
- see the *APA Citation Style* handout for more information about quotations

Lists

- unnumbered lists begin with bullet points (seen here)
- numbered lists begin with Arabic numerals, followed by a period

e.g. To book an appointment with the STU Writing Centre, follow these steps:

1. Visit <http://writingcentre.stu.ca>.
2. Click on "Sign in with your STU Gmail."
3. Click on "Book an Appointment."
4. Select an appointment time.
5. Click Save.

- when listing items within your sentence, use the method below:

e.g. The participants were asked (a) what year they were in, (b) how many courses they were taking, and (c) if they participated in any extracurricular activities.