Each page should include a “Running head” which includes the title in the left hand corner and the page number in the right hand corner. If the title is more than 50 characters long, use an abbreviated version of it. On the Title Page, be sure to include the words, “Running Head” before the title. Your title should be in ALL CAPS.

APA suggests that titles be no longer than 12 words. Don’t use any abbreviations in the title and use upper and lowercase letters.

The Title of the Paper

First Name Middle Initial Last Name

Brown University

If you use a middle initial, you can list it between your first and last name but don’t list any titles or degrees next to your name.

APA FORMATTING BASICS
FROM THE WRITING CENTER

You should check the Purdue OWL website (https://owl.english.purdue.edu/owl/) for the most comprehensive and current usage of the APA. If your professor has asked for special formatting, always follow your professor’s instructions exactly.
Do not indent this paragraph. Include a brief summary of your research topic, questions, methods, results, and conclusions. This section of your research paper should only be from 150-250 words so you should try to keep to a single paragraph. This and all sections of your paper should be double spaced. As an option, you can add keywords here in the abstract. If you do so, be sure to mimic the format below. Keywords are useful to anyone trying to find your paper in a database.

*Keywords:* important word, another important word, really important word

Write *keywords* in *italics* but the actual words should be in regular font.
In the Main Body of your APA research paper, you should continue to use 12 point Times New Roman Font. When referring to any research done in the past, APA requires that you use either the past simple or the present perfect tense. For example, you might say that someone conducted (past simple) or has conducted (present perfect) a certain body of research.

APA outlines 5 levels for formatting headings. If your paper has four main sections, each section will be considered a Level 1 section. If any of those sections has a subsection, then the subsection would use Level 2 formatting. If there are subsections to the subsections, you would now need to use Level 3 formatting and so on until you reach Level 5. If you divide your research into headings, APA requires that they be formatted as follows:

Level 1:

**Centered, Bold, Uppercase and Lowercase**

Level 2:

**Left-aligned, Bold, Uppercase and Lowercase Heading**

Level 3:

**Indented, bold, lowercase with a period.** Begin the body text immediately after the period.

Level 4:

**Indented, bold, italicized, lowercase heading with a period.** Begin the body text right after the period.

Level 5:
When quoting, paraphrasing, or referencing the work of another author, APA style requires the use of *parenthetical citation* in the body of your paper. There are three main ways that you can correctly use parenthetical citation:

1. If you incorporate the author’s name in your sentence, include the year of the publication in parentheses and the page number in parentheses after the quotation. For example, Howard (2014) states that “[In-text citations] mark each use you make of a source, regardless of whether you are quoting, paraphrasing, summarizing, or drawing ideas from [them]” (p. 288). Note also that you can use [square brackets] should you need to change a word or two to make the quotation fit into the grammatical structure of your sentence.

2. If you do not incorporate the author’s name into the body of your text, the quotation should be followed by the author’s last name and the page number in parentheses. In contrast to the first example, this second scenario might look like this: It is critically important that you “mark each use you make of a source, regardless of whether you are quoting, paraphrasing, summarizing, or drawing ideas from it” (Howard, 2014, p. 288).

3. If you paraphrase or use an idea which comes directly from some other source but without a quotation, you should make note of this by listing author and the year but no page number is required. This scenario might look like this: The requirements for the correct usage and formatting of the APA style have been extensively documented (Howard, 2014).
In all three of these scenarios, the reader can use the author and publication date information, along with the References page, to locate the exact source that you have used.

In addition to the brief quotations mentioned above, you may also feel the need to include a longer quotation. According to Howard (2014), if you include a longer quotation, you should format it as follows:

When the text you are quoting is longer than 40 words, indent the borrowed material as a block by ½ inch from the left margin as if it were a new paragraph. Each subsequent line should have this same indentation and you should not use quotation marks. Place the parenthetical citation one space after the closing punctuation mark and follow the rules above for including author, year, and page number. (p. 350)

As you are writing your paper, you want to give the reader additional information without distracting him/her from the main goals of your writing. Generally, this can be accomplished with footnotes. It is important to note that APA does not generally recommend the use of footnotes. If you decide to create footnotes, mark the area of the text with a superscript number after the sentence punctuation just like the number at the end of this sentence.¹ List all footnotes at the bottom of the page on which they appear or on a separate Footnotes page after the References.

The very last page of any paper should be the bibliography. You should center the title References on this page. All citations on this page should be double spaced and all lines of a given citation, after the first line, should be indented by exactly ½ inch. When referencing book titles, only the first word in the title should be capitalized. When referencing journal titles,
capitalize all the major words. See the References page of this document for additional sources you can use to master the APA and information on how to cite some common sources.


**Here are formats for common sources:**

**Books**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

*Note:* What should you do with multiple authors? Use the following chart to help you.

<table>
<thead>
<tr>
<th>Number of Authors</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two</td>
<td>List by their last names and initials. Use the ampersand (&amp;) instead of “and.”</td>
</tr>
<tr>
<td>Three to Seven</td>
<td>List by last names and initials; commas separate author names, while the last author name is preceded again by ampersand (&amp;).</td>
</tr>
<tr>
<td>More than Seven</td>
<td>List by last names and initials; commas separate author names. After the sixth author’s name, use an ellipses (…) in place of the author names. Then provide the final author name. There should be no more than seven names.</td>
</tr>
</tbody>
</table>

**Online Periodical with a DOI**

(A Digital Object Identifier is an alphanumeric string provided by the publisher so that a persistent link can be found to this source.)

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number*, page range. doi:0000000/000000000000 or http://dx.doi.org/10.0000/0000

**Online Periodical with no DOI**


**Online Newspaper Articles**


**Other important tips:**

1. Alphabetize your References page by author’s last name.
2. Use City, State for the publisher’s location. Use the two letter abbreviation for states in the U.S.A.
3. Reference the APA handbook or the Purdue OWL website (https://owl.english.purdue.edu/owl/) for a comprehensive and current listing of citation and formatting rules.