APA formatting Directions

APA formatting is a specific way of formatting your typed essays that is normally used in any of the science fields. Although history is not science, you attend a science based school so we are going to use that format.

Title Page:

Before you start your title page you want to make sure that the margins are set at 1 inch all the way around, the font is Times New Roman size 12, and the paper is double spaced. Click where the header should be and check the box for different first page.

The title page in APA format has 7 distinct pieces of information.

1. Page number – this must be to the far right of your paper. If you are creating your own title page and not using my template you must insert the page number first in the header. If you are using my template, this is already done so skip to step 3.
2. Running Head: - this is only present on the title page in the header. It comes before the title of your paper. If you are using my template, this is already included skip to step 3.
3. Title of your paper in header– this comes after the Running Head: in your header on the title page. This must be in all capital letters. If the title of the paper is longer than 40 characters – spacing include – you must shorten it.
4. Title of the paper – this should be centered both horizontally and vertically in the middle of the page. This will have normal style capitalization – first letter of each word is capitalized.
5. Student Name – type your name – this goes below the title of the paper
6. School Name – type Sport and Medical Sciences Academy – this goes below your name. If you are using my template, this is already done, skip to step 7
7. Date – this is the due date of the paper. It must be written Month day, year.

* Steps 4-7 need to be double spaced. Your entire paper should be double spaced with 1 inch margins so it would be good to set that first before you start typing.

Page 2: This is the second page of your paper. There are 4 distinct pieces of information.

1. Page number – this must be to the far right of your paper. If you are creating your own title page and not using my template you must insert the page number first in the header.
2. Title of your paper in header– This must be in all capital letters. If the title of the paper is longer than 40 characters – spacing include – you must shorten it. This needs to match the title that you used in the header on the first page.
3. Title of paper – exit out of the header. Center your typing and retype the title of your paper. It has normal style capitalization.
4. Your paper – This comes below the title. Make sure you have left justified your paper, indent the first paragraph and start typing.

Reference Page: this is the last page of your paper that includes all the sources you used in your paper. Make sure that all the sources listed have corresponding in text citations.

1. References: at the top of the page, centered, right below the header you type the word References.
2. List of sources: below the word References you will begin to type your sources. Make sure you have left justified again – these should not be centered.
3. Basic format is as follows:

Author’s last name, first initial. (year). Title of the article. *Title of the website, journal, newspaper, etc.* Retrieved from: URL

Author’s last name, first initial. (year). *Book title*. Publisher location: Publisher

* You must make sure that your sources look exactly like the above including proper punctuation and italicization.
* If you are missing any of the above information, look at the pink sheet to see what you do.

1. Once you have typed all your sources, you need to check for the following:

* Alphabetization – highlight all the information and click on the A/Z button at the top in the paragraph section. It will sort the sources out for you.
* Double spaced – this should already be done for you. The entire page needs to be double spaced – not just between sources.
* Hanging indention – highlight all the sources, click on paragraph, under special – click on hanging.
* Remove all active hyperlinks – nothing should be blue or underlined
* Italics – only books, websites, journals, etc. titles are to be in italics – never an article title.
* Sentence style capitalization – first word of the sentence and proper nouns are the only words that should be in italics.

There are examples on my website under the APA page. You will also find the template and a few videos regarding how to do hanging indention on google docs.