The main principle here is that all ideas and words of others should be properly and formally acknowledged. The American Psychological Association or APA Writing Format is one of the most widely used writing conventions in the academic world. It usually consists of just 150-250 words, typed in block format. The Abstract begins on a new page, Page 2. All numbers in your Abstract should be typed as digits rather than words. The title page will serve as the Page 1 of your paper. But remember that when in doubt you can always consult your supervisor, who will have more insight about the writing conventions in your field. It’s helpful to break down the paper into smaller sections and tackle each section in turn. Reading published papers that are similar to those that begin a sentence.

Understandably, it can be overwhelming to compile a paper that conforms to all these rules! The body of your research paper begins on a new page, Page 3. The whole text should be typed double-spaced for the whole document, including appendices, footnotes, tables and figures. The order of pages should follow this format:

Title Page > Abstract > Body > References > Appendices > Footnotes > Tables > Figures

The APA writing style has evolved through time and several changes have been adapted in various disciplines. Formerly, the required measurement for margins was 1 ½ inch. Now, margins on all sides (top, bottom, left and right) should each measure just 1 inch. The page number should appear one inch from the right corner of the paper on the first line of each page. Capitalization in titles is where unpublished tests or other descriptions of complex equipment or persons are occasionally used to back up substantial information in your text. They can be used as short titles above the running heads of each page. Running Heads should not exceed 50 characters, including punctuation and spacing.

Titles. Running heads are typed flush left at the top of all pages while Short Titles are two to three-word sentences.

Text Citations

Text citations are short references to the source material. They are typically found centered on the first line below the Running Head, numbered as they are identified in the text. When documenting source materials, the author/s and date/s of the sources should be cited within the body of the paper.

Text Citations and References

The order of pages should follow this format:

Title Page > Abstract > Body > References > Appendices > Footnotes > Tables > Figures

Active Voice

Traditionally, the APA writing format requires writing in a grammatically passive form. That is, refraining from using pronouns such as ‘I’ or ‘we’ in your statements. Now, it has changed and most disciplines require the active voice. An active voice is where the subject of the sentence is performing the action.

Font Size and Type

While the American Psychological Association recommends using Times New Roman, you are free to choose any type of font. The page alignment should be flush left, or aligned to the left side of the paper. Margins on all sides should each measure just 1 inch. There are occasional limitations on the length of pages, such as a four-page limit for abstracts in some cases.

Running Head and Short Title

Running heads are typed flush left at the top of all pages while Short Titles are two to three-word sentences. Short Titles on the other hand are two to three-word sentences. Now, it has changed and most disciplines require the active voice. An active voice is where the subject of the sentence is performing the action.

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