

Running head: YOUR TITLE SHOULD

Your Title Should Be Centered and Capitalized Correctly

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The formatting instructions in this handout align with Microsoft Office 2010. APA was last updated in 2009. If you are looking for additional resources to assist in writing your APA essay then refer to the 5th edition of the Publication Manual for APA, the Quick Access book, or the Owl Purdue website (<http://owl.english.purdue.edu/>).

Before you begin typing your essay, go to *Page Layout* and set your margins to one inch all around your paper. Then, go to the section called *Home* and change your font to *Times New Roman, size 12*. Students should always indent the first line of each paragraph. Your paper has to be double spaced; go to the *Paragraph* section and under line spacing select *2.0*. Next, double click the top of the page to open the header section. To insert a page number, click *Insert*, then *Page Number*, and then *Top of Page*. Select *Plain Number 3*. Numeral one (1) will appear; place the cursor before the number and go to the *Home* tab to click the left align button. Type “Running header:” and type the first few words of the title. Tab two times after the title so that the page number is located on the right side. Double click the white area of the page twice to exit the header section. Your header should now auto format throughout your essay.

Throughout your research paper, you should be incorporating parenthetical references. These in-text citations should reflect the references on your References page. When you take information from another source, even when restating it in your own words, you need to incorporate a parenthetical reference. For example: According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199). This is an example of taking information from another source and rewording it into my own research paper. For this in-text citation I wrote the author's name first, then the date in parenthesis, then a quotation mark, and then started to cite the reference. If you are citing from a book that does not

contain an author, you can use this example: He stated, "Some students have difficulty using APA style" ("A Guide to APA Style," 1998, p. 199). Whenever you use references in your essay, you must include a References page. The References page needs to be on a separate sheet of paper, but still included in the same document as your essay. To do this, insert a page break after the last paragraph of your essay. You should center the title "References," and arrange the entries alphabetically. References must be double-spaced. Be careful when using online citation machines because they are not 100% accurate; always triple-check your list to ensure the information is in the correct order.

The Communication Center is always happy to assist students in answering specific questions they have about APA formatting, but we are not responsible for formatting your paper for you. To ensure the best consultation, please have your questions and resources on hand prior to coming to the CC. Good luck!

References

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- Hu, Y., Wood, J. F., Smith, V., & Westbrook, N. (2004). Friendships through IM: Examining the relationship between instant messaging and intimacy. *Journal of Computer-Mediated Communication*, 10(1), 38-48.
- Tidwell, L. C., & Walther, J. B. (2002). Computer-mediated communication effects on disclosure, impressions, and interpersonal evaluations: Getting to know one another a bit at a time. *Human Communication Research*, 28(3), 317-348.
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