



APA Format

Writing Center Hours: 8:30 AM – 8:30 PM M–Th,
8:30 AM– 4:30 PM F, 1:00 PM – 5:00 PM S–S
Email: okc.tutoring@okstate.edu
Phone: 405-945-3278

Definition: APA Format is the American Psychology Association’s standard for the presentation of an essay, including a headers, page number, title page, Times New Roman, 12 point font, double spaced, 1-in Margins, and a References Page.

Lesson:

Text: APA guidelines allow a variety of font types; however, it recommends, 11-point Calibri, 11-point Arial, 11-point Georgia, or 12-point Times New Roman. Font style should stay consistent throughout the paper.

Page Number: There should be a page number in the upper right corner of each page.

Margins: There should be 1-inch margins all around the paper, except for the page number which should be ½ inch from the top of the page.

Alignment: All text should be aligned to the left of the page.

Paragraphs: Each paragraph should be indented ½ inch. Do not skip a line.

Abstract: The abstract follows the title page and is a summary of the paper. On the first line, center “Abstract” in bold. Abstracts are one paragraph, left aligned, with no indents.

Title Page: The title should be centered on the first page, approximately one quarter into the page. Then, skip a line. This is followed by the author, then the division and college, then the class, then the professor, and finally, the date.

Headings: Headings are used to help the reader easily navigate through the document’s sections. Level 1 Headings are centered and bolded, but level 2 headings are aligned to the left and bolded.

Running Head: The essay should include a running head in the upper left corner or the title in all caps, beginning on the abstract page.

References Page: The word “References” is bolded and centered with citations following in alphabetical order and complete with hanging indentions.

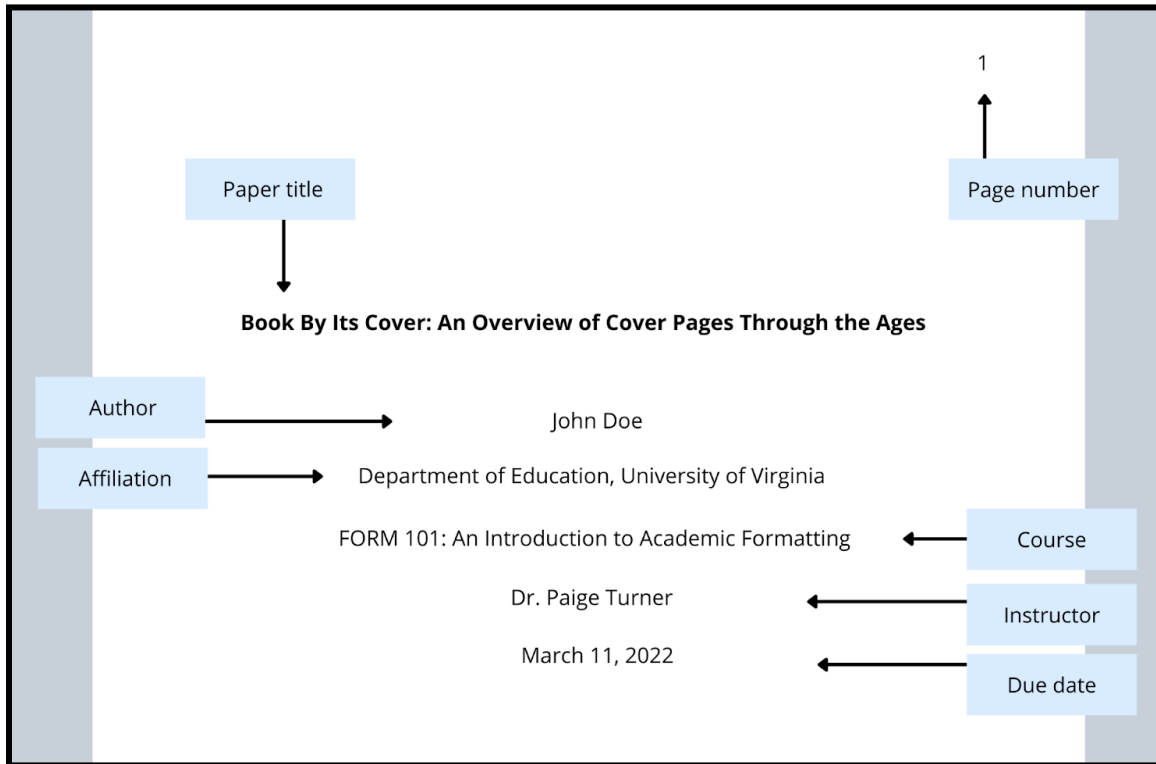


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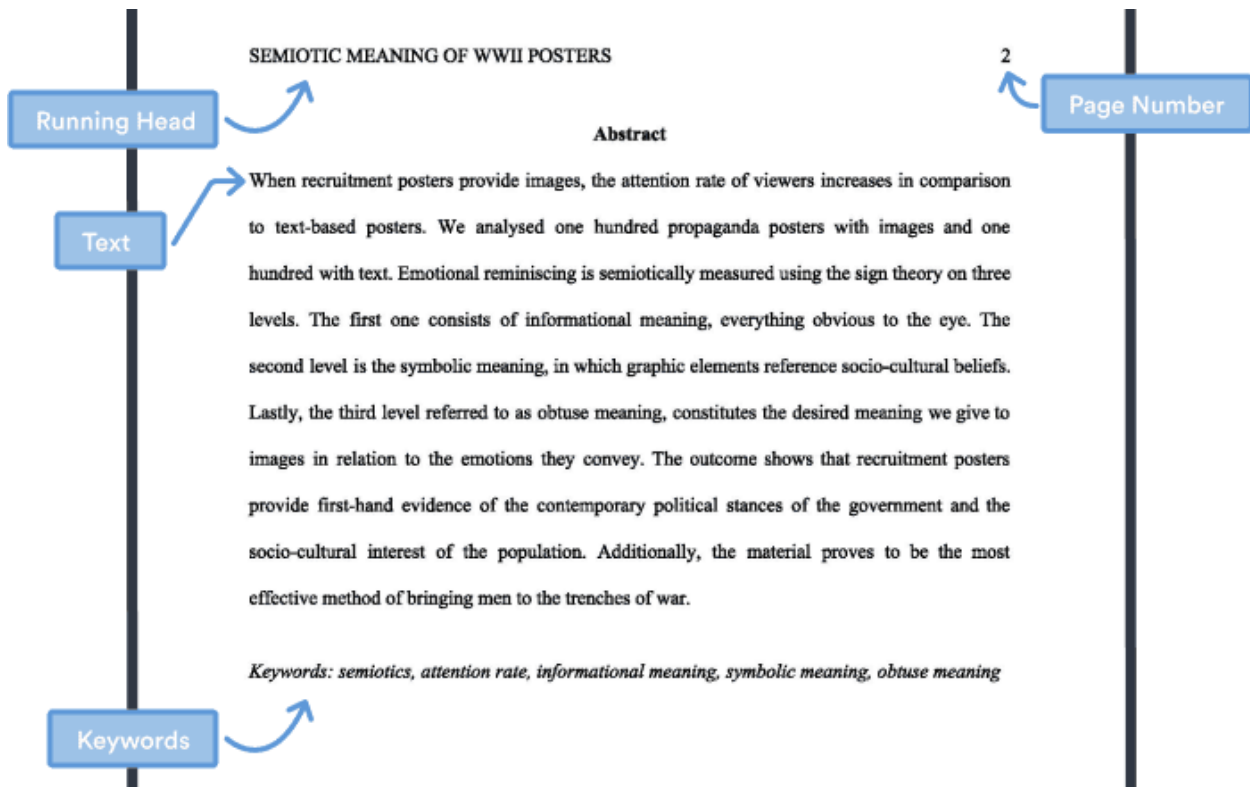
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Examples:

Title Page



Abstract -





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Level 1
Elements of Literature

Elements of literature or literary elements are the components of a literary work. A literary work is a branch of literature that involves the use of words to create an idea, a picture, or a story in a meaningful pattern. Literary elements are there to help in the discussion and understanding of literary works.

Level 2
Plot

The plot of a literary work is the order of events that takes place, where each plot affects the next from the beginning of the story to the end.

English novelist, E.M Forster argued that a plot doesn't just describe a random event like a story does but instead it describes the cause and effect.

Level 3
Conflict

The conflict of a story is the problem that the main characters have to tend to. The two types of conflicts that exist in a plot are major conflicts and minor conflicts.

References Page -

Page number
↓
5

Centered and bold → **References**

Indent, Double-spaced → Abdul, J. (2009). *How will the arctic survive?* National Geographic, 39. http://www.geographic.com/library/JournalArticle.asp?Article_ID=82

→ Fox, H. (2011). *The greenhouse effect: Environmental stresses.* The Environmental Journal. <http://enviro.com>