

# APA 6<sup>th</sup> Basic Formatting

Basic Formatting – The Paper	APA 6 <sup>th</sup> Edition Location
<b>Page Size:</b> 8.5" x 11"	
<b>Margins:</b> 1" on all sides	Chapter 8: Section 8.03 – Margins (p. 229)
<b>Line Spacing:</b> Double spaced for whole document	Chapter 8: Section 8.03 – Line spacing (p. 229)
<b>Font Type:</b> Times New Roman (serif typeface)	Chapter 8: Section 8.03 – Typeface (p. 228)
<b>Font Size:</b> 12 pt	Chapter 8: Section 8.03 – Typeface (p. 228)
<b>Alignment:</b> Flush-left style (right margin is uneven)	Chapter 8: Section 8.03 – Line length and alignment (p. 229)
<b>Paragraph and indentation:</b> Indent the first line of every paragraph and footnote. Use the tab key, which should be set at five to seven spaces or a ½"	Chapter 8: Section 8.03 – Paragraph and indentation (p. 229)
<b>Page Headers:</b> 1) Title page: "Running head: SHORT TITLE" with page number; 2) Page 2 – n: SHORT TITLE with page number on all pages after title page	Chapter 8: Section 8.03 – Title Page (p. 229)
<b>Headers:</b> <b>Header 1 Centered, Bold, Mixed Case</b> <b>Header 2 Flushed Left, Bold, Mixed Case</b> <b>Header 3 flushed left, first letter capitalized, bold.</b> <i>Header 4 flushed left, first letter capitalized, bold, italicized.</i> <i>Header 5 flushed left, first letter capitalized, italicized.</i>	Chapter 3: Section 3.03 – Levels of Heading (pp. 63 - 64) Chapter 2: Figure 2.1 – Sample Papers (p. 44)
<b>Spacing After Punctuation:</b> One space after punctuation, i.e., comma, semi-colon, colon, period, etc.	Chapter 4: Section 4.01 – Spacing After Punctuation Marks
<b>Abstract:</b> 1) 150-250 words, 2) starts on 2 <sup>nd</sup> page of paper, 3) double spaced, 4) no paragraph indentation used, 5) the entire abstract is left aligned, 6) page begins with title "Abstract" in mixed case and is not bold	Chapter 2: Section 2.04 – Abstract (pp. 25 – 27)
<b>Length:</b> The optimal length to effectively communicate the primary ideas. RULE: "less is more"	Chapter 3: Section 3.01 – Length (p. 61)
<b>Writing Style:</b> Clear communication that uses continuity in presentation of ideas, smoothness of expression, tone, economy of expression, precision and clarity, and linguistic devices.	Chapter 3: Sections 3.05 – 3.10 (pp. 65 – 70)
<b>Voice:</b> Third person point of view and active voice	Chapter 3: Section 3.09 – Precision and Clarity: Attribution (pp. 69 -70) Chapter 3: Section 3.18 – Verbs (p. 77)

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