

APA Format Guide

General Rules

1. All text should be double-spaced.
2. Numbers 10 and above should be expressed in digits, while numbers nine and below should be expressed in words. The exception to this rule is that digits should be used in contexts such as measurement (3.25 cm), percentages (9%), fractions (4/4), times (5:00 PM), ages (8 years old), money (\$5), or when referring to part of a book or article (Chapter 4, Illustration 1).
Titles, sentences, or text headings that begin with a number should be written out if unable to reword.
3. Statistical symbols (F , p , r , X^2 , etc.) should be italicized. The exception is Greek letters, which are not italicized.

Section Order	Begin a new page?	Heading (centered & bolded)
1. Title Page		
2. Abstract	Yes	Abstract
3. Introduction	Yes	Paper Title
4. Method	No	Methods
5. Results	No	Results
6. Discussion	No	Discussion
7. References	Yes	References
8. Tables	Yes, each on a new page	None
9. Figure Captions	Yes	Figure Caption(s)
10. Figures	Yes, each on a new page	None

Title Page Examples

APA style suggests different title page formats for students and professionals.

The student title page includes the paper's title (bolded), author, school name, course name or number, instructor's name, and assignment due date. The page number goes in the top right corner. All other elements are centered.

1
Prosocial Behavior in Adolescents is Related to Characteristics of Both the Situation and the Individual
Geeky B. Researcher
University of Nebraska-Lincoln
PSYC 350
Dr. John Smith
September 21, 2020

The professional title page includes the paper's title (bolded), author's name, author's affiliation, and running head. The running head is a short form of the title (not to exceed 50 characters, including spaces) and is aligned to the left in the page's header. The page number goes in the top right corner. All other elements are centered.

PROSOCIAL BEHAVIOR IN ADOLESCENTS	1
Prosocial Behavior in Adolescents is Related to Characteristics of Both the Situation and the Individual	
Geeky B. Researcher	
University of Nebraska-Lincoln	

Abstract Example

The abstract should be 120 words or less. It is aligned to the left and not indented.

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Abstract

Relationships between characteristics of the individual, the situation, and prosocial behavior were investigated. The Personal and Social Prosocial Behavior Questionnaire was completed by 300 undergraduates. Results replicated the common finding that personal attributes are related to the likelihood of performing certain prosocial behaviors. In addition, it was found...

Methods Section Example

Participants, materials, and procedure are subheadings of the methods section. They should appear in that order, aligned to the left, and bolded.

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these hypotheses in greater detail and answer these important questions.

Methods

Participants

A total of 300 participants recruited from undergraduate psychology courses completed the questionnaire ...

Materials

The Personal and Situational Prosocial Behavior Questionnaire (PSPB, Banyon, Hector, & Davis, 1998).

Procedure

After completion of the informed consent form each participant completed the PSPS and a demographics questionnaire.