

Commented [CSL1]: The running head is located in the header of the paper. Please find a recorded walkthrough of how to format it properly here: [Formatting a Paper in APA Style](#). In short, the first page is different from the subsequent pages. Here's a brief description:

First page: Actually lists "Running head" with a colon before providing the customized title. That customized title should be in all caps, and should be no more than 50 characters long, including spaces. You need to select a part of your title that makes sense. Usually the first part, minus the subtitle, suffices. The "Running head: TITLE" information should be left-aligned. Lastly, the page number should be provided, right-aligned on the page.

Subsequent pages: Only lists the customized title in all caps, left-aligned, and the page number, right-aligned.

Title of Your Paper: Subtitle of Your Paper

Jane Doe

University of Illinois Springfield

Commented [CSL2]: Depending on your instructor's preferences, you may need to provide different information here. APA's default requirements, however, only ask for the full title of your work, then your full name on the next line, and then your institution's name on the next line.

No class, no date, no label for the assignment are required. Therefore, check with your instructor for whether they want any additional information.

Abstract

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Commented [CSL3]: If an abstract is required, it belongs on the second page of your paper. The word "Abstract" should be listed at the top of the page, centered.

Commented [CSL4]: No first line indent for abstracts. They should be a small paragraph that outlines the major talking points, arguments, and conclusions of your work. Keep it simple, and keep it brief.

Commented [CSL5]: Please note that we have used dummy text for all paragraphing in this sample paper. It is only there to provide a "look and feel" of a paper.

Title of Your Paper: Subtitle of Your Paper

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Level One Heading 1

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Commented [CSL6]: Once you're ready to actually begin your paper, it belongs on a new page, with the title centered on its own line at the very top.

Commented [CSL7]: First line indents should be used for all paragraphs of text in your paragraph (with the exception of abstracts, covered above, and block quotes, covered below).

Commented [CSL8]: If you use headings in your paper, keep in mind that APA has specific formatting guidelines that break headings down into levels. A Level One heading is bolded, in Title Case, and centered on the page on its own line.

Level One Heading 2

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Level Two Heading 1

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Commented [CSL9]: Block quotes are any direct quote from a source that are 40 words or longer in length. To format them in APA style, follow these guidelines:

- Always offer a running acknowledgement to help it “gel” with the previous sentence – typically an “According to Author (Year),” will suffice.
- Place the quote in the paper and indent the entire thing ½ inch (to match the first-line indent of your paragraphs).
- The period goes before the parenthetical in block quotes.
- The parenthetical should only include information you didn’t already provide. Because we already gave a running acknowledgement with the author and the year above, we only need the page number here.
- Lastly, you should never end a paragraph on a block quote, so you should always continue the paragraph with some explanation and offer closure before moving on to the next point. Thus, the next line after your block quote should be flush with the left margin, as you see here.

Commented [CSL10]: If you have a subsection of information within your first heading’s contents, you will want to label it with a Level Two heading. Its formatting is as follows: Bold, Title Case, left-aligned, and on its own line.

(CDC, 2015), sit amet luctus justo commodo nec. Suspendisse nec mauris posuere, sollicitudin erat venenatis, ornare elit. Suspendisse mattis tempus enim, ut molestie metus tincidunt dignissim (CDC, 2015). Nam dictum magna urna, in venenatis erat sollicitudin ut.

Level Two Heading 2

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Level One Heading 3

Nulla facilisi. Nam nec tellus ultrices, interdum lectus vitae, malesuada orci. Sed sapien velit, sagittis sit amet felis a, sodales egestas quam. Pellentesque venenatis ligula nec felis tristique sodales. Mauris quam lectus, euismod luctus vulputate ut, venenatis et ex. Cras tempor turpis a metus vulputate tristique. Fusce eu placerat velit. Etiam ut risus eget magna dignissim vestibulum finibus imperdiet mi. Fusce pretium vehicula nisi, varius vehicula dolor condimentum ac. Proin sollicitudin condimentum tellus ut gravida.

Commented [CSL11]: If you need to dip into a Level three heading, to further parse information within the Level Two subsection, the formatting is as follows: Bold, In sentence case with a period at the end, left-aligned, and on the same line as its first paragraph of text. You can see here that it's indented in ½ inch like any other paragraph, and that the text of the paragraph continues after the period of the heading.

Level Two Heading 1

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Level Three Heading 3

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Level One Heading 4

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References

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Baker, B. TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT
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Collins, C. TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT
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Deacon, D. TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT TEXT
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Elia, I. E. (2013). A foxy view of human beauty: Implications of the farm fox experiment for understanding the origins of structural and experiential aspects of facial attractiveness. *The Quarterly Review of Biology*, 88(3), 163-183. doi: 0033-5770/2013/8803-0001\$15.00

Commented [CSL12]: Your References page should always start on a new page. The word "References" should appear on the first line of the page, centered, but with no other special formatting (i.e. no bold, italics, underlining, or other). If you only have one source, by the way, you should use "Reference" instead.

Commented [CSL13]: References are listed in alphabetical order by whatever comes first in each citation (for any that start with A, An, or The, list by the first *relevant* word).

Commented [CSL14]: References should have a hanging indent, meaning that the first line should be flush with the left margin, and any subsequent lines should be indented half an inch.

Check out our recorded video showing you the various ways you can create a hanging indent in Word (PC only): [Creating a Hanging Indent in Word](#)

Commented [CSL15]: Here is an example of a citation for a scholarly journal article. For examples of other kinds of citations, please see our handout: [APA Style 6th](#)