

# APA General Format

## APA Style and Formatting Guide for Academic Papers

Most professors expect that the layout or format for your written assignments will be clear, concise, and consistent. We recommend that you consult your course syllabus or professor for the format preferred or required in your course. If no format guidelines are specified or available, the following information provides one basic document format, abridged from the *Publication Manual of the American Psychological Association*, 6th ed. (2009), published by the American Psychological Association.

- **Title Page:** APA style requires a title page. The title, author, and institution are centered on the page.
- **Margins:** All margins – top, bottom, left, and right – are set to 1” throughout the paper.

The diagram shows a title page layout with the following elements and annotations:

- Header:** Running head: PUNISHMENT AND DUE PROCESS (flush left) and Page Number: 1 (flush right).
- Title:** Punishment and Due Process in the American Justice System (centered).
- Author:** Jane Smith (centered).
- Institution:** Monmouth University (centered).

**Header: Running head**  
An abbreviated title, known as the running head, is placed flush left in the header on each page of the document. However, the words “Running head:” only appear on the cover page. The shortened form of the title stands alone in the header on subsequent pages.

**Header: Page Number**  
All pages in the paper, including the title page, are numbered consecutively in the upper right-hand corner of the header, 0.5” from the top and flush with the right margin.

**Spacing**  
The paper is double spaced throughout, including the title page, all quotations, notes, and the references page.

**Font**  
Acceptable fonts are Times New Roman, 12 pt. or Courier New, 12 pt.

- Main Body Text:** APA style requires an abstract, though your professor may not. If an abstract is required, it is put on page two of the paper, with the main body starting on page three. An abstract is a brief summary of your paper.

**Title**  
The title appears again at the top of the first page of body text.

PUNISHMENT AND DUE PROCESS 2

Punishment and Due Process in the American Justice System

The case of Alex and Mr. Fuse is complicated. This situation highlights a school's need to operate efficiently and safely while balancing the right of students to be treated fairly and with dignity. Two statements in the NEA Code of Ethics are noted at the beginning of the chapter. These statements address the educator's obligations to protect students from harm and to refrain from exposing students to embarrassment or disparagement (Strike & Soltis, 2004, p. 21). In the case of Mr. Fuse and Alex, the educator seems to fail at both of these obligations.

My first reaction to this case was: why did the teacher leave the room unsupervised, especially a chemistry lab? A variety of solutions should have come to Mr. Fuse before he left his classroom unattended to answer the emergency call. His justification that the experiment was not dangerous is not a

**Punctuation/ Spacing**  
APA requires two spaces after all punctuation, including periods, question marks, and exclamation points.

**Spacing**  
The paper is double spaced throughout, including the title page, all quotes, notes, and references pages.

**Parenthetical Citations**  
APA-style citations should have all of the authors, publication date, and page number.

**Margins**  
All margins – top, bottom, left, and right – are set to 1" throughout the paper.

**Font**  
Acceptable fonts are either 12 pt. Times New Roman or 12 pt. Courier New.