

## APA Formatting Guidelines

The APA (American Psychological Association) is a specific and professional essay format, which includes a title page, an abstract, heading levels, and parenthetical citations. APA is often used for assignments pertaining to social and behavioral sciences.

### Title Page

- Write the title of your essay and the page number in the header. The page header includes "Running head" on the title page. All subsequent headers will simply include the title of your essay and the page number.
- The title page **MUST** be numbered "1."
- In the **CENTER** of the page, write the full title of your essay, your name, and the school with which you are affiliated. The title should be no more than 12 words.
- Use 12-point, Times New Roman font and regular double-spacing.
- **DO NOT** bold or italicize the title of your essay.

Running head: EFFECTS OF DOMESTIC VIOLENCE ON CHILDREN

1

Cognitive Effects of Domestic Violence on Children

Curtis D. Jackson

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### Abstract

An abstract is a short explanation of the article, allowing readers to review the information quickly. The abstract is a summary, a collection of the most important facts and findings of the study or assignment. The abstract, if written well, can be one of the most important paragraphs in the entire essay.

- Begin your abstract on the page after the title page. Number this page "2."
- Title the page "Abstract" in regular, 12-point font. **DO NOT** bold or italicize.
- **DO NOT** indent your abstract.

- Type your abstract as a single paragraph. You should not have multiple paragraphs for an abstract.
- Keep your abstract under 250 words. Be as concise as possible; you do not need to explain multiple ideas in your abstract.

## Levels of Headings

APA assignments include several headings to clarify and organize ideas. Following each heading will be your data or information. Do not number the headings. The number of heading levels will vary on your assignment. There are five levels in APA.

- **First Level:** Centered, bold font, title-case heading
- **Second Level:** Flush left, bold font, title-case heading
- **Third Level:** Indented, bold font, sentence-case heading ending with a period.
- **Fourth Level:** Indented, bold font, italicized, sentence-case heading ending with a period.
- **Fifth Level:** Indented, italicized, lowercase heading ending with a period.

### Literature Review (Level 1)

#### Men and Alcohol Consumption (Level 2)

**Working men.** (Level 3)

*Health risks and factors.* (Level 4)

**Stay-at-home men.** (Level 3)

*Health risks and factors.* (Level 4)

#### Women and Alcohol Consumption (Level 2)

**Working women.** (Level 3)

*Health risks and factors.* (Level 4)

**Stay-at-home women.** (Level 3)

*Health risks and factors.* (Level 4)

## Parenthetical Citations

Citing information is the most important part of research. APA requires students to include a citation before or after a direct quotation or a paraphrased idea to avoid plagiarism.

You must place a parenthetical citation after a quotation, idea, or any material that is not your own. Include the author's last name, the year of publication, and the page number (if available).

After using a parenthetical citation, the sentence is over. You must place a period after a parenthetical citation, for it comes at the end of a sentence.

For a source with one author:

*Example:* (Kramer, 2009, p. 45).

For a source with two authors:

*Example:* (Kramer & Newman, 2009, p. 45).

For sources with three or more authors, include all names in the first citation. All subsequent citations must use the name of the first author listed on the source, followed by “et al.”

*Examples:* (Kramer, Newman, Seinfeld, & Costanza, 2009, p. 45).

(Kramer et al., 2009, p. 45).