

This short APA tutorial will explore the basic layout of APA format.

<points to running head>

You will notice the running head in APA consists of a shortened version of your title on the left and the page number on the right. On the cover page only, you will write out the words "RUNNING HEAD." These words should not appear on the following pages, just the cover page.

<points to header>

In the center of the cover page, you will list the full title of your paper, your name, and your institutional affiliation. Some professors will also require the date.

<points to running head on page 2>

You will notice on page 2, the abstract page, the running head is still here without the words "running head."

<points to the abstract>

We will now look at the abstract in the sample. The abstract is a concise summary of your paper. The APA recommends 150 to 250 words.

<points to key words>

Below the abstract, you will find the keywords. You should list here key words or concepts you cover in your essay.

We will now look at the text of your essay and examine the formatting requirements that begin here. You will center your title and notice that your text is double spaces. You should use 12 point Times New Roman font. You should also set your margins to 1 inch and use left alignment. This means your alignment is standard on the left but jagged on the right.

These are the basic requirements for setting up your document in APA format. For more detailed information, be sure to consult The APA Publication Manual, 6th ed.