APA Page Format

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Text: 11-point Calibri, 11-point Arial, 11-point Georgia, or 12-point Times New Roman. Each paragraph is indented once using the [Tab] key. Press [Enter] once between paragraphs.

Page Number: There is a page number in the upper right corner of each page.

Margins: There are one-inch margins all around the paper.

Title Page: The title is centered on the first page about one quarter of the way down the page. Press [Enter] once after the title, then write your first and last name, then the department and university name, then the class, then the professor's name, and lastly, the date (See: *figure 1*).
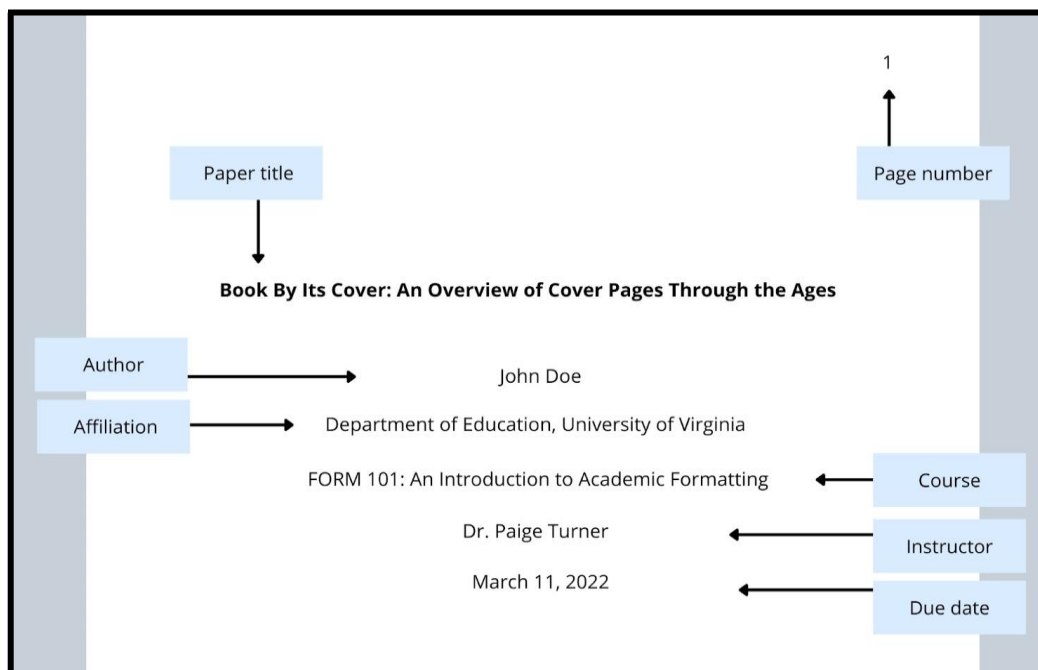
*Abstract: The abstract is a summary of your paper after the title page. Include a running head at the beginning of this page. The running head is a shortened version of your title. Title the page "Abstract" in bold. (See: *figure 2*).

Headings: Headings (level 1) are centered and bolded, but subheadings (level 2 and on) are aligned to the left and bolded (See: *figure 3*).

References Page: The last page. Citations are in alphabetical order with hanging indentions (See: *figure 4*).

*Abstracts are not always required; ask your instructor if you need to include an abstract in your paper.

Figure 1

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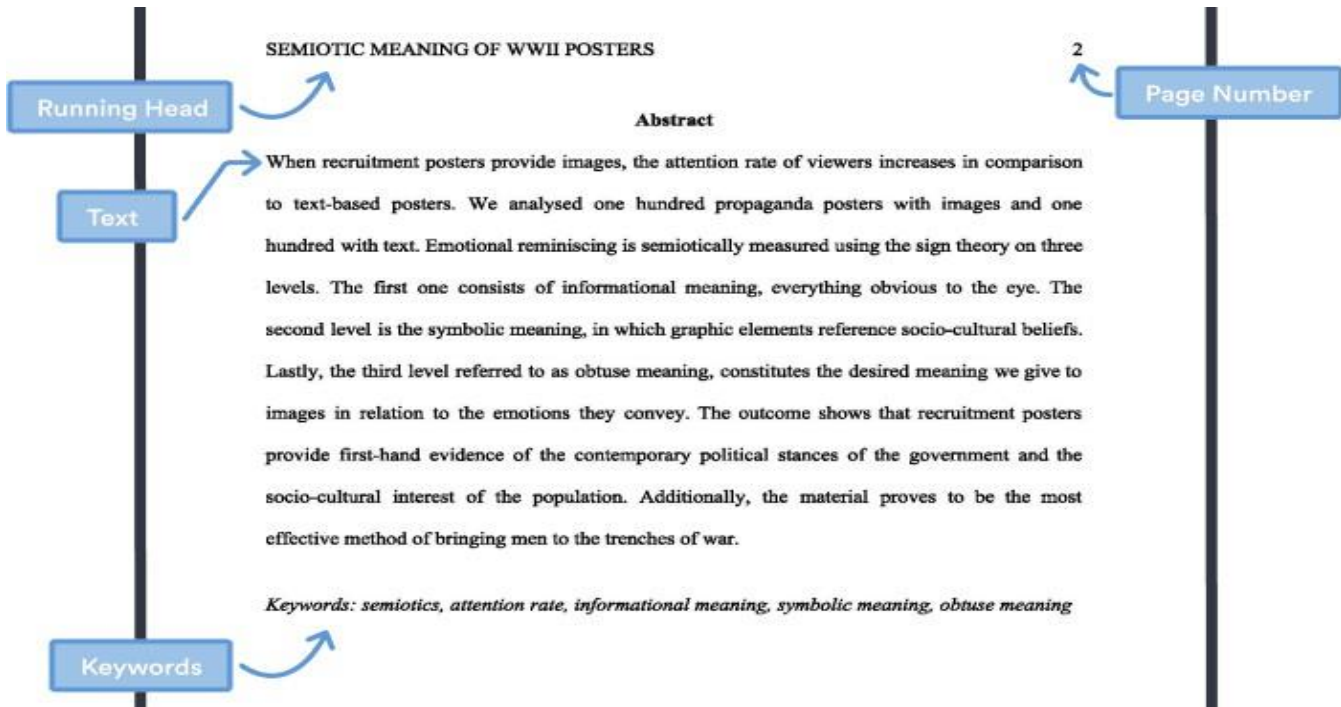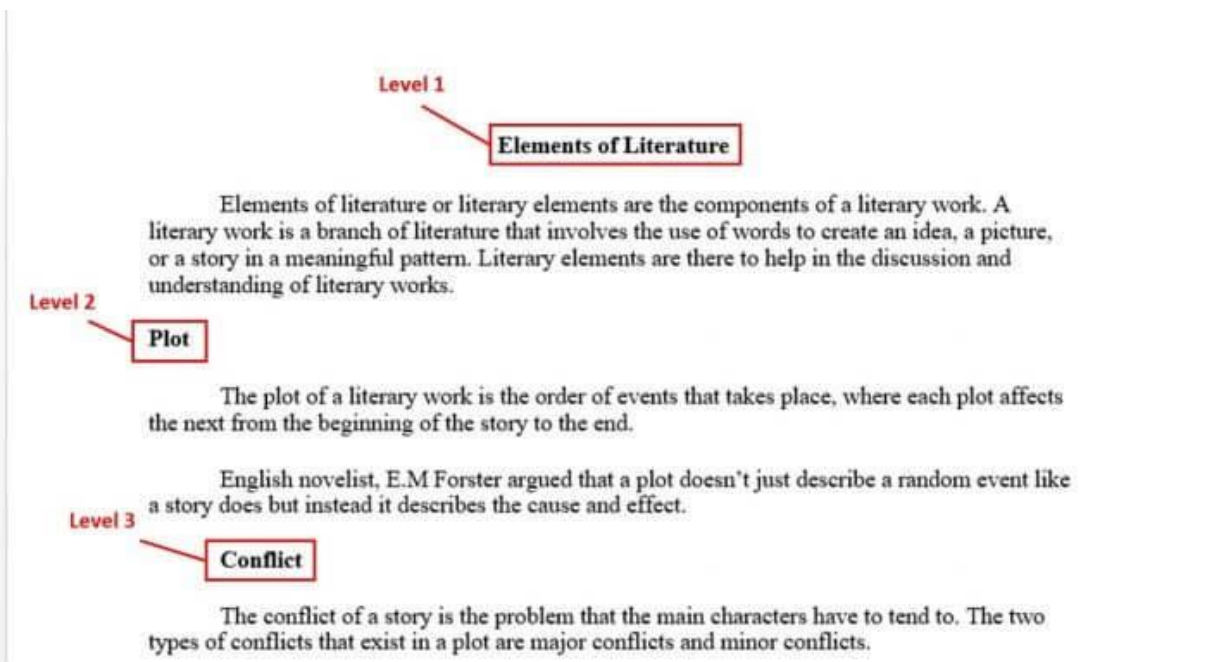Email: okc.tutoring@okstate.edu
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Figure 2

Figure 3

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Figure 4

Page number

5

Centered and
bold → **References**

Abdul, J. (2009). *How will the arctic survive?* National

Indent,
Double-spaced → Geographic, 39. http://www.geographic.com/library/

JournalArticle.asp?Article_ID=82

Fox, H. (2011). *The greenhouse effect: Environmental stresses.*

→ The Environmental Journal. http://enviro.com