APA Formatting Sample

Student Name

Chandler Gilbert Community College

Author Note

Ask your teacher, but some may want this note where you specify your course and professor information as follows: This essay was prepared for Professor X’s English 101 course.
APA Formatting Sample

This is a sample document in APA formatting, with some tips for checking your APA.

- Make sure your document is saved with an appropriate file name.
- Make sure you add page numbers by going to the ‘Insert’ tab, then clicking on ‘Page Numbers’. Choose the option that puts them on the top right hand corner.
- After you add page numbers, check the box for ‘Different first page’ in the Header settings. On the first (title) page, type ‘Running head: TITLE OF PAPER’ and hit tab to left justify it.
- On the first (title) page, halfway down the page, put the title of your paper and center it. Then put your name and your school. Include an author note at the bottom of the title page if your teacher wants one. Use ‘Insert’ – ‘Page Break’ to get to the next page.
- In the header on the second page, type the title of your paper (or a shortened version) in all caps. It should look like the title page but without the “Running head.” Hit tab between the title and page number until the title starts at the left hand side of the page.
- In the main document, type your paper’s title with regular title capitalization, and center it.
- Make sure your document and header are in Times New Roman font, and that it is size 12.
- Double-space the entire document.
- Make sure your document has 1” margins on all sides.
- Make sure there aren’t extra spaces between paragraphs. Under the “Home” tab, in the “Paragraph” section, click the “Line Spacing” button and select “Remove Space after Paragraph.”
- Make sure each paragraph is indented by .5 inch. Use the ‘tab’ key if they aren’t.
- Formal APA format also includes an abstract of the paper as the second page. Ask your instructor if s/he wants one.