

## **INTRODUCTION**

This document was written by University of Phoenix instructor Elizabeth Ball. It has been modified by another University of Phoenix instructor James Ballou. This version of the document is maintained by James Ballou and is used for educational purposes only. Questions about this document should be directed to James Ballou ([jamesballou@email.phoenix.edu](mailto:jamesballou@email.phoenix.edu)).

This document describes APA style that is used at the University of Phoenix. University of Phoenix students should rely on the University handbook for questions about style. Any discrepancies between this document and the University of Phoenix style guide.

## **APA FORMAT FOR RESEARCH PAPERS<sup>1</sup>**

It is important your paper is formatted correctly; here are some things to remember when formatting your paper using APA style:

- The manuscript header (with page number) should appear on the title page and every other page including the reference pages.
- The title should be on the first page of the text.
- The abstract and references have their own pages.
- Double space everything- including the title page.
- Use one space after punctuation.
- Use a 12 point font that is easy to read (i.e. Times New Roman).
- Use at least an 1 inch margin on all sides.
- Your margins should be left aligned. Do not justify your text.
- Do not hyphenate at the end of lines.
- Try not to leave “widows” or blank spaces.
- Use only primary sources when quoting.
- Block quotes should be used for a more than 40 word quote.

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<sup>1</sup> *Publication Manual of the American Psychological Association* (5<sup>th</sup> ed.). (2001). Washington, DC: American Psychological Association; Szuchman, L. T. (2002). *Writing with style: APA style made easy* (2<sup>nd</sup> ed.). Belmont, CA: Wadsworth.

- When referencing, use & in the reference page and the word “and” in the text.
- Use your spell check and grammar check - then use your brain...
- Use the review services from the Center of Writing Excellence - and again, use your brain.