College Paper Help©

APA Quick-Start Reference© Sheet

STUDENT PAPER FORMAT

- ☐ Title page: page number top right; title in bold, centered, upper half; then your name, department and university, course number and name, instructor, and due date.
- ☐ 1-inch margins; double-spaced; fonts such as 12-point Times New Roman, 11-point Calibri or Arial, or 11-point Georgia.
- ☐ Page numbers top right on every page. Student papers do not need a running head.
- ☐ Indent paragraphs ½ inch; repeat the title, bold and centered, at the top of the first text page.

HEADINGS

- ☐ **Level 1:** Centered, Bold, Title Case.
- ☐ **Level 2:** Flush Left, Bold, Title Case.
- ☐ **Level 3:** *Flush Left, Bold Italic, Title Case.*
- ☐ Do not label the introduction “Introduction.”

IN-TEXT CITATIONS

- ☐ Parenthetical: **(Smith, 2020)**. Narrative: **Smith (2020)** found …
- ☐ Direct quotation: add the page, **(Smith, 2020, p. 15)**.
- ☐ Two authors: **(Smith & Lee, 2020)**; in a sentence: Smith and Lee (2020).
- ☐ Three or more authors: **(Smith et al., 2020)** from the first citation.
- ☐ Group author: **(American Heart Association, 2023)**.

QUOTATIONS AND NUMBERS

- ☐ Short quotes (under 40 words) go in quotation marks with the page number.
- ☐ Block quotes (40 words or more): indent ½ inch, no quotation marks, citation after the final period.
- ☐ Spell out zero through nine; use numerals for 10 and above.
- ☐ Use a serial (Oxford) comma in lists of three or more.

REFERENCES PAGE

- ☐ New page titled **References**, bold and centered.
- ☐ Alphabetical by first author’s last name; double-spaced; ½-inch hanging indent.
- ☐ **Journal article:** Lee, A. A., & Park, J. (2022). Reading habits of first-year students. *College Literacy, 12*(3), 45–60. https://doi.org/10.xxxx/xxxxx
- ☐ **Book:** Smith, J. (2021). *Writing in context: A student guide*. Oak Press.
- ☐ **Web page:** Garcia, L. (2024, March 5). *How to plan a research paper*. Writing Center Online. https://www.example.edu/plan

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