THE ACADEMIC SUCCESS CENTER

at **Sam Houston** STATE UNIVERSITY

APA Page Formatting

Page formatting for APA Style papers requires some specific elements to be present. These suggestions do not outweigh any suggestions made by your professor but are recommendations for if and when your professor does not provide specific requirements to the contrary.

- All margins should be set to 1".
- Make sure that you choose an easy-to-read typeface (the generally acceptable font is Times New Roman) in a standard size (12 point).
- You should double-space the entire paper.
- The title of the paper should be centered on the page, but not underlined or italicized unless you would format the word that way in the text as well (e.g. titles). This should be followed by your name and university.
- All pages should have a running header of no more than 50 characters (including spaces and punctuation) on every page. Only the running header on the first page should be preceded by the label "Running head:".
- Every page, including the cover page, should be numbered.
- Indent .5" at the beginning of every paragraph.

HUMOROUS NAMES AND UNCONSCIOUS BIAS   2

The whole paper should be double spaced.

Humorous Names and Unconscious Bias

Allison Wanda Lend states in her excellent 2015 essay *Where My Name Can Take Me*
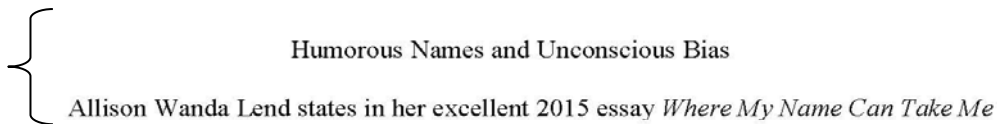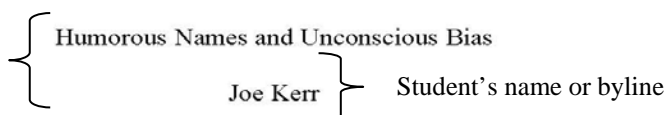
that children's names are far more than simple labels used for convenience between individuals.

Running head: HUMOROUS NAMES AND UNCONSCIOUS BIAS

Page numbers start on the cover page   1

The running head

The title should be simple and easy to understand

Humorous Names and Unconscious Bias

Joe Kerr   Student's name or byline

Institutional affiliation   Sam Houston State University

Reference Page Formatting

- The Reference Page(s) is placed at the end of the document on a new page.
- Continue the page numbers from the body of the document.
- The title of the section (References) should be the first line and centered on the page.
- The References entries use a hanging indent. This means that the first line is flush with the left hand margin, but each subsequent line is indented .5".
- The entire page should be double spaced.
- All the entries should be arranged in alphabetical order by the author's last name. If the author's name is unknown, use the title to alphabetize; do not use articles (a, an, or the).
- If you have two or more works by the same author, arrange all works by that author chronologically by publication date.

Header continued from the body of the paper

References ⎫ Must be titled References

Butler, R. O. (2007). Jealous husband returns in the form of a parrot. In L. Williford & M. Martone (Eds.), *The Scribner anthology of contemporary short fiction: 50 North American short stories since 1970* (pp. 103-108). New York, NY: Touchstone-Simon & Schuster.

Hararf, H., & McDavid, J. W. (1973). Name stereotypes and teachers' expectations. *Journal of Educational Psychology, 65*(2), 222-225. doi:10.1037/h0034978

Vonnegut, K. Jr. (1963). *Cat's cradle.* New York, NY: Dell.

Vonnegut, K. Jr. (2007). *The sculpture.* Retrieved from http://vonnegutprints.com/sculpture.asp

Works in alphabetical order by the author's last name

Two works by same author in order by date

Block Quotes

Any direct quote of more than 40 words should be placed in a block quote. Start the quote on a new line and indent the entire quotation .5" from the left margin. Do not use quotation marks. End the quote with the appropriate punctuation, and follow the quote with the appropriate parenthetical citation information.

Headings

APA Style headings are divided into five levels of subordination. The headings in a paper, if used, always start with a level one heading and are subdivided, if needed, into subsequent levels. Do not label your headings with number or letters. The title and Reference Page often serve as level one headings. Heading levels one and two exist on separate lines while heading levels three to five begin the paragraph they precede.

<div align="center">

A Level One Heading is Centered, Boldface, Uppercase and Lowercase

</div>

A Level Two Heading is Flush Left, Boldface, Uppercase and Lowercase

    A level three heading is indented, boldface, lowercase paragraph heading ending with a period.

    A level four heading is indented, boldface, italicized, lowercase paragraph heading ending with a period.

    A level five heading is indented, italicized, lowercase paragraph heading ending with a period.