Title page

Your title page is the first page of your paper. It comes before the first page of your written text. The title page should look like this:

Follow these steps to create a running head:
1) Select: Insert, Header; choose the first option (Blank)
2) Select: Different First Page
3) Select: Page Number, Top of Page, Plain Number 1
4) Type: Running head: SHORT TITLE OF YOUR PAPER
5) Press the “tab” key to move the page number to the right side
6) Make sure that the font size and style in your header is the same as the rest of your paper

Page setup

1. **Margins**
   - Margins are the white spaces between letters and the edge of the page. There are four of them: at the left and right sides of the page, and at the top and bottom. These should all be set at 1 inch (2.54 cm).
2. **Font**
   - Font is the size, colour, and shape of the letters in the main text of your paper. Always use black lettering. Times New Roman size 12 is preferred. Versions of Microsoft Word after 2007 default to Calibri size 11, so remember to check your font style and size and ensure that it is consistent in your whole document (including the header).
3. **Running head:** This is a short version of your title in capital letters. It also includes the page number at the right side. If your title is longer than 50 characters, use only the first 50. This is inserted by using the “header” function in Microsoft Word.
4. **Paragraphs:** The first line of every paragraph is indented (1 tab or 5-7 spaces). All of your main body text should be aligned to the left, which means that the first letter of each line should be all the way to the left margin of the page and the ends of the lines on the right side of the page will be uneven.
5. **Line spacing:** The entire text, including the title page and references list, must be double-spaced. Do not add extra spaces between paragraphs. Use the “paragraph” tab to check these
Headings

There are five levels of headings in APA style as follows:

<table>
<thead>
<tr>
<th>Level of heading</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Center, Bold, Capital and Lowercase Letters</td>
</tr>
<tr>
<td>2</td>
<td>Starts at the Left, Bold, Capital and Lowercase Letters</td>
</tr>
<tr>
<td>3</td>
<td>Indented, bold, title of a paragraph, only the first letter is capitalized, ends with a period.</td>
</tr>
<tr>
<td>4</td>
<td>Indented, bold, italics, title of a paragraph, only the first letter is capitalized, ends with a period.</td>
</tr>
<tr>
<td>5</td>
<td>Indented, italics, title of a paragraph, only the first letter is capitalized, ends with a period.</td>
</tr>
</tbody>
</table>

(Table adapted from American Psychological Association, 2010, p. 62)

The headings are used in order and according to the way you divide your paper. Level 1 headings are for the major sections, such as the Results and Discussion. Level 2 headings are used for subsections. If a subsection needs to be further divided, use a Level 3 heading. Levels 4 and 5 are not often used in assignments. **Note:** the title of your paper that appears just above the introduction paragraph and the “References” heading on the References page are not bolded because they are not level headings.

Here is an example of how Level 1 and Level 2 headings should look in your paper:

**SHORT TITLE**

Long Title of Your Paper

Unlike other sections of your paper, the introduction section does not need a heading.

Main Section

The other main sections of your paper should have a Level 1 heading.

Subsection

Some sections of your paper may be divided into subsections. Use a Level 2 heading for subsections.

References list

Any time you do research or use information, words, or images from a source, you must acknowledge the source in two places: in your text and in the references list. Please refer to the UCQ Writing Centre’s website for more information on referencing sources.

After the last page of writing in your assignment, Insert a Page Break for your References. All sources used in your paper are listed in alphabetical order according to the first author’s last name. Each source citation is double-spaced and has hanging indents. This means that the first word is all the way to the left margin while each of the following lines is indented. Use the “Paragraph” tab to set hanging indents. The running head must also appear at the top of the references page.

Below is an example, which shows the sources used for this handout.

**SHORT TITLE**

References


For more detailed information on writing APA-style scholarly papers, please visit the UCQ Learning Commons web page [http://ucalgary.edu.qa/learning-commons/writing-centre](http://ucalgary.edu.qa/learning-commons/writing-centre) or drop-in anytime to see a Writing Centre Specialist. You can also reserve an appointment with a Writing Specialist on WC Online at [https://ucalgary.mywconline.com](https://ucalgary.mywconline.com).

Tara Corman, University of Calgary in Qatar, 2014. Revised May 2016. Adapted from M. Hollock.