
General Instructions

Font

- Use Serif fonts such as 12-point Times New Roman.
- Use the same font throughout your paper, with the following exceptions:

figures: Within figure images, use Times New Roman font with a type size between 8 and 14 points.

footnotes: The footnote font might be smaller than the text font (and have different line spacing), and it is not necessary to change it.

Margins

- Use 1-inch margins on every side of the page for an APA Style paper.

Page Numbers

- Insert page numbers in the top right corner. The page number should show on all pages.
- The title page carries page number 1.

Page Header

- The page header appears within the top margin of every page of the paper.
- For student papers, the page header consists of the page number only.

Numbers

- Use words (zero, one, two, three, etc.) for the numbers zero through nine (e.g., five members)
- Use numerals (1, 2, 3, etc.) for the numbers 10 and above.

Order of Pages

Arrange the pages of your paper in this order:

- title page
- abstract
- text
- references
- footnotes
- tables
- figures
- appendices

Format of DOIs and URLs

Follow these guidelines to format DOIs and URLs:

- Present both DOIs and URLs as hyperlinks (i.e., beginning with “http:” or “https:”).
- Because a hyperlink leads readers directly to the content, it is not necessary to include the words “Retrieved from” or “Accessed from” before a DOI or URL.