You should have a running head (shortened title of your paper) and page number on every page of your paper:

- **Title page:** include page number and “Running head:” in front of the title of your paper in all capitals.
- **Page 2 onwards:** include page numbers and only the title of your paper in all capitals (see next page for example).
- Should be no longer than 50 characters long.

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October 20, 2019

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**REQUIRED:**

- Title no longer than 12 words (subtitle on separate line if included)
- Your name
- Your school

**OPTIONAL:**

- Student number
- Course number/section
- Prof/Instructor’s name
- Date submitted

**GENERAL FORMATTING:**

The following rules apply to all APA formatted papers:

- 8.5”x11” paper
- Times New Roman, 12 pt. font (general text, running head, and page numbers)
- 1” margins (2.54 cm)
- Double spaced

Always check with your professor/instructor first to ensure you are meeting the necessary requirements for your papers formatting.

*See pages 41-59 of the Publication Manual of the American Psychological Association for more visual examples of formatting for your paper.*
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If you are not asked by your professor/instructor for an abstract, then you will start your paper immediately beginning with your introduction. There is no section header necessary for your introduction.

After your introduction, follow the instructions given by your professor/instructor as to which (if any) section headers they would like you to use in your paper.

For more information on section headers, consult pages 27-40 of the Publication Manual of the American Psychological Association or the Purdue Online Writing Lab’s Headings and Seriation page online.