

APA Style 5TH Edition: Formatting

General

1. Use Times New Roman or a similar font, 12 point in size with standard 1 inch (2.54 cm) margins.
2. Double-space throughout the essay, including block quotations (where relevant) and the list of references.
3. When beginning a new paragraph, indent five spaces or ½ inch. Keep the text alignment to the left.

Title Page

1. In the 5th Edition of APA, the title of your paper should be centred both horizontally and vertically on your page.
2. Page numbers start on the title page, flush right; insert a shortened version of your title (often the first three words), followed by 5 spaces to the left of the page number. [This short YouTube video shows you how to format a paper following the conventions of the 5th edition of APA Style.](#)
3. Include a running head only on the title page, placed below the page header, flush left. This running head occurs only on the title page in the 5th Edition. Running heads are a shortened version of the title of the paper (no more than 50 characters), all in uppercase letters, and labeled “Running Head” (e.g., Running Head: YOUR SHORTENED TITLE).

Headings

The 5th edition of the *APA Manual* lists five levels of headings to be used when formatting papers (note that the levels are followed by an example showing the correct format):

Level 1 Heading: Centered, using uppercase and lowercase letters

Understanding the Hyperactive Child

Level 2 Heading: Centered and italicized, using uppercase and lowercase letters

Hyperactivity Defined

Level 3 Heading: Flush left, italicized, using uppercase and lowercase letters

Hyperactivity in Early Childhood

Level 4 Heading: Indented, italicised, lowercase paragraph heading, ending with a period.

Methods of helping the hyperactive child.

Level 5 Heading: Centered, all uppercase letters

HYPERACTIVITY IN CHILDREN

Use of levels of headings

1. For papers requiring only one level of heading, use a Level 1 heading.
2. For papers requiring two levels of headings, use Level 1 and Level 3 headings.
3. For papers requiring three levels of headings, use Level 1, Level 3 and Level 4 headings.
4. For papers requiring four levels of headings, use Level 1, Level 2, Level 3 and Level 4 headings.
5. For papers requiring five levels of headings, use Level 5, Level 1, Level 2, Level 3, and Level 4.

References

American Psychological Association. (2001). *Publication manual of the American Psychological Association (5th ed.)*. Washington, DC: American Psychological Association.

Examples of commonly used references can be found on the [Academic Skills Online Documentation Guide](#).