
NOTE: Instructor requirements may supersede the following guidelines.

Order of Pages:

- Title Page: Required
- Table of Contents: If required by instructor
- Abstract: If required by instructor
- Body of Paper: Check with instructor for length requirement
- References: Required
- Appendices: If required by instructor

Document Guidelines:

- Set 1” margins: On all four sides (Top, Bottom, Left, Right)
- Font: Times New Roman, 12pt
- Set line-spacing: Double-space and remove spacing after paragraphs
- Paragraph alignment: Align text left
- Hyphenation: Turn off hyphenation at the end of lines
- Page Numbers: Right aligned and plain text in the header

Title Page different header: On the title page, upper right corner, type Running head: and then type a shortened version of your title in all capitals. For example, Running head: HENRY FORD COLLEGE LIBRARY RESOURCES

Remaining pages header: Shortened title in all capitals, do not type "Running head"

Paragraphs: First line of each paragraph indented 0.5 inches (Tab)

Title Page (1st page of paper):

- Location: Centered in upper half of the page (approx. 11 lines down)
- Contains: Running Head w/ shortened title in all caps, page number, Full title with upper and lower case words, Student first and last name, Henry Ford College

*Some instructors may require additional information on the title page.*

Example Title page:

Running head: PAPER TITLE

My Paper Title Is Great

Student Name

Henry Ford College

Body of Paper:

- Start a new page: [CTRL & ENTER key to insert page break]
- Adjust header for body of paper: ABBREVIATED TITLE (No "Running head:"

Center title at the top of first body page: Complete Title; All Important Words Start with a Capital Letter

For in-text citations: (Author lastname, year, p. #)

Paragraphs: First line of each paragraph indented 0.5 inches (Tab)
Reference Page:
Start a new page: [CTRL & ENTER key to insert page break]
Center first line: References (no bold or underline)
Set hanging indentation to 0.5” (sets hanging indent for each reference)
Alphabetical Order: Entries are listed in alphabetical order.

Table of Contents
Start a new page: [CTRL & ENTER keys to insert a page break]
Location: After the Title Page
Style: Follow the same rules as the rest of the document concerning margins, font, etc. But there is no official APA Table of Contents style. Many Word processing programs have templates you can use.

Abstract:
Start a new page: [CTRL & ENTER key to insert page break]
Center first line and type: Abstract
Align: text left for entire paragraph including the first line
Use: 150-250 words
Location: Page before the body of paper

Headings:
Location: In the body of paper
Levels: There at 5 levels of headings, and each section starts with the highest level of heading. Topics with equal importance have the same level headings in the paper.

This is a Level One Heading (Centered, Boldface, Uppercase & Lowercase)
This is a Level Two Heading (Left align, Boldface, Uppercase & Lowercase)
This is a level three heading. (Indented, boldface, lowercase, ends with period)
This is a level four heading. (Indented, boldface, italicized, lowercase, ends with period)
This is a level five heading. (Indented, italicized, lowercase, ends with a period)

Lists:
Numbered Lists are used for ideas flowing in a sequence: chronology, priority, importance, etc.
Bullets are used for non-sequence ideas. The format could be circles, squares, or others. Limited use of bullets is acceptable with APA format.

Formal English writing requires certain conventions, including the following:
- Many instructors require writing in third person only. This means do not use first person (I, we, me, us, mine, our, ours) or second person (you, yours). e.g.: This author agrees with…
- Spell out words for numbers one through nine; numerals are used for 10 and above.
- Do not abbreviate except for those formally accepted abbreviations such as Mr., Ms., Mrs., and Dr.
- Do not use contractions (e.g.: use “have not” instead of “haven’t”).