OZARKS TI	ECHNICAL
COMMUNITY	Y COLLEGE

The Hamra Library

What is APA Style?

APA Style is the formatting style of the *American Psychological Association*. This type of format is generally used in the social science fields. This guide is based on APA's 7th Edition manual.

What is the format of APA Style?

- APA Style papers include a **title page**, **running head**, **reference** page, and sometimes an abstract. APA Style is double spaced, 12pt Times New Roman font, with 1"margins.

What is a title page?

Unlike MLA, APA papers require a title page. Like the title page in a book, this lists the information about you, and who you're writing for, centered in the paper: Title, Author, University, Instructor, and Due Date. It also <u>may</u> include a running head along with the page number at the top (ask your instructor whether they require a running head or not).



What is a running head?

- According to APA 7th edition, student papers no longer require a running head. However, your instructor may wish for you to have practice in the professional style. Be sure to ask.
- The **running head** goes in the **header** of the title page, and every page after that has the **running head** *and* the **page number at the top** *right* **of the page** and **the running head at**

Need some help with APA?

Go to <u>otc.edu/library</u> or Email us <u>libraryref@otc.edu</u> OZARKS TECHNICAL COMMUNITY COLLEGE

The Hamra Library

What is APA Style?

the top *left* of the page. If your instructor does not wish you to use a running head, the page number is all you'll need in the top left corner.

A running head is the title of your paper, carried over to each page. The running head is in all caps, and should contain no more than 50 characters including spaces and punctuation. The header on your title page/first page should have "Running head" before the title. After the title page(s), the header should have just the title and page number.

Title Page/Page 1:

Running head: THE EFFECTS OF BULLYING ON FIFTH GRADE STUDENT'S GRADES

Header

Page 2 onwards:

THE EFFECTS OF BULLYING ON FIFTH GRADE STUDENT'S GRADES	2
Header	

 The running head on the first page is different from the rest of the paper. To set this up in Microsoft Word, you can to double-click on the Header of your paper, select the Design tab, and check the box marked Different First Page. Then you can edit the header of your first page separate from the rest of the paper.

S	HEADER & FOOTER TO			d	ent1 - Word	Docum			
	DESIGN	VIEW	REVIEW	MAILINGS	FERENCES	LAYOUT REI	PAGE	DESIGN	ISERT
Header from T Footer from B Insert Alignme		Differen	-	Go to Goto	Go to G Header F	ictures Online Pictures	Quick Parts *	Document Info +	Date & Time
Po	Options			Navigation			Insert		

Do I title my source page "Works Cited", "References" or "Bibliography"?

- References. For more info, check out our APA Citation Guide.

Need some help with APA? Go to <u>otc.edu/library</u> or Email us <u>libraryref@otc.edu</u>