The Writing Center

APA General Formatting

- Type your paper on a computer and print it out on standard, white 8.5x11-inch paper.

- **Double-space** your entire essay and use a legible 12-point font, such as Times New Roman.

- **Set the margins of your document to one inch on all sides and indent the first line of a paragraph one half-inch.** If using Microsoft Word, go to the "Page Layout" tab at the top. Then click the "Margins" drop-down menu and select "Normal."

- **Include a page number on the top right corner of the page.** For student papers, you need only include the page number. Professional paper will include a "running head," which includes both a page number and the title.

- The title page should contain the **title** of the paper, the **author's name**, and the **institutional affiliation**. A student paper should also include the **course number and name**, **instructor name**, and **assignment due date**. Type your **title** in upper and lowercase letters centered in the upper half of the page. The title should be centered and written in boldface.

Note: Please see the reverse side for a sample APA-formatted first page.

Not So Neighborly: The Rise of Gentrification in the Suburbs of Los Angeles

Mike Smith

Mount San Antonio College

English 100

Professor Danson

October 12, 2022