

APA Formatting for a Professional Manuscript

Handout courtesy of Angela Gulick

Note: This style is used when preparing a document to submit to a professional journal for publication. Most faculty will not require this style, so be sure to double-check with your instructor.

Note: Your entire report should have standard 1-inch margins.

SHORTENED TITLE OF YOUR REPORT IN ALL CAPITAL LETTERS

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This shortened title (called a running head) and page number should appear in the header on each page of report.

**Your Report's Title Goes Here, Bolded and Centered.
Capitalize all major words in your title.**

Your Full Name

Your Affiliation Such as Department and University or Job Title and Workplace
The information above should be double-spaced, centered, and positioned in the top half of the page.

Author Note

According to the *Publication Manual of the American Psychological Association*, 7th edition, "An *author note* provides additional information about authors, study registration, data sharing, disclaimers or statements regarding conflicts of interest, and help or funding that supported the research. It also provides a point of contact for interested readers. Student papers do not typically include an author note" (p. 35).

Abstract

According to the *Publication Manual of the American Psychological Association*, 7th edition, “An abstract is a brief, comprehensive summary of the contents of the paper. . . . Most scholarly journals require an abstract. For any journal-specific instructions, consult the instructions for authors or the webpage of the journal to which you submit your article. Abstracts are typically limited to no more than 250 words. If you are submitting a work for publication, check the journal’s instructions for authors for abstract length and formatting requirements which may be different from those of APA journals. Place the abstract on its own page after the title page (i.e., page 2). Write the section label “Abstract” in bold title case, centered at the top of the page, and place the abstract below the label” (p. 38).

Keywords: list of significant terms used throughout your report separated by commas.

**Your Report’s Title Goes Here, Bolded and Centered.
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Begin your first paragraph by indenting it ½ inch from the left-hand margin. Indent all body paragraphs ½ inch from the left-hand margin for the rest of your report. Double-space the rest of the report with one line of white space within your paragraph and one line of white space between your paragraphs.

For example, this is what two paragraphs would look like when they are written next to each other. Continue with this style for the rest of your report.