The Writing Lab

APA Formatting for a Student Paper

Handout courtesy of Angela Gulick

Note: Your paper should have standard 1-inch margins.

Add page numbers using the Header toolbar. Your title page should be page 1. >>>>>>>>>>>>>>>>>> 1

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

Your Name

Your School

Course Abbreviation and Number: Title of Course (such as ENG 102: Documented Report Writing)

Your Instructor's Name

Date Assignment Is Submitted

The information above should be double-spaced, centered, and positioned in the top half of the page.

----------Page 2 of Report----------

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

Begin your first paragraph by indenting it ½ inch from the left-hand margin. Indent all body paragraphs 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. Continue with this style for the rest of your report.