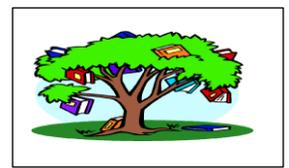# Toward Better Literacy: Reference Outlines

An Overview of APA Style

APA (American Psychological Association) style is used in social sciences for consistent appearance and to ensure credit goes to the appropriate researcher/author, including the date associated with their work.

Formatting Tips:

- Your document's **margins** should be set to **one inch** on all sides.
- Use a **serif font** like "Times New Roman," size 10 or 12.
- **Double-space** your entire document. Never leave any blank lines.
- On the title page *only*, include the words "**Running head:** " just before the title in all caps. In Word, click on "different first page" for this title page's header. Skip several lines from the top and center your paper's **title**, followed by your **name** on the next line and your **institution** below that.
- Enter the main header on the second page consisting of your paper's **title** (possibly shortened) in all capital letters on the left side and a right-aligned **page number**.
- If required, your "Abstract" page should be a quick summary (between 150 and 250 words) of your entire paper. Do *not* indent the first line.
- For the **main body**, include the paper's **title** once more, centered on its own line. **Indent** the first line of each paragraph in this part of the paper.
- APA allows for section headings. See the back of this page for guidelines for section levels.

The References Page:

- Insert a **page break** at the end of your document. This will create a new blank page for references.
- Type "**References**" as the title of this page, which is centered on its own line.
- Each reference should be typed as a single paragraph. To separate these paragraphs, use a **hanging indent**. Do not skip lines between them.
- References should be listed in **alphabetical order** (ignoring the words *a*, *an*, and *the*).
- **Each reference** must correspond to **at least one citation** in the body.
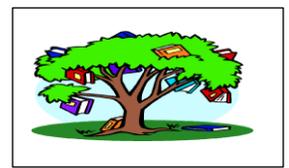
An In-text Citation:

"Decisions arise from the last dictate of the understanding, and the strongest affection determines what is last" (LeDoux, 1995).

A Corresponding References Page Entry:

LeDoux, J.E. (1995). Emotion: Clues from the brain. *Annual Review of Psychology*, 46, 209-235. doi: 10:1146?annurev.ps.46.020195.001233

Toward Better Literacy: Reference Outlines

Running head: TITLE OF YOUR PAPER IN ALL CAPS   1

Full Title of Your Paper

Your Name

Your Institution (Lone Star College-Montgomery)

-----------------------------------2nd page--------------------------------

Title of the Paper Centered in Heading Caps

The use of the section heading "introduction" is served by the title of the paper. The section headingsfollowing the introduction come in three levels.

Level One: Bolded, Centered and with Heading Caps

This level is akin to the Roman numerals (I, II, III) as on an outline. These are the major sections of work.

Level Two: Left justified in Bold Heading Caps

Begin writing below this heading, indented. This level corresponds to letters (A,B,C) in a standard outline.

Level Three: Indented and bold in sentence caps. A period follows the heading, and the writing begins just after the heading. This is akin to numbers (1,2,3).

Level Four paragraph is in sentence caps w/ bold italic font. The difference from level 3 is italics.