

## APA Manuscript Format (6<sup>th</sup> Edition *Publication Manual*, 3rd printing)

[page numbers below refer to the APA manual]

### Page Setup [see pp. 42-44, 228-230]

- 1-inch margins
- double-spaced lines
- no extra space between paragraphs or sections (set 'Before' & 'After' to 0 in Paragraph Format)
- flush-left and ragged-right margins
- first line of each paragraph is indented ½-inch (except for Abstract—see below).
- Arabic page numbers (i.e. 1, 2, 3) begin on title page, top-right
- a running head top-left on every page (omitting the words "Running head" on 2<sup>nd</sup> and subsequent pages)
- Times New Roman 12-point font
- 2 spaces after the periods that end sentences (but not after periods used for other purposes)

### Title Page [see pp. 23, 41-44, 229]

- includes full **title of manuscript** in upper- and lowercase
  - preferably, no more than 12 words in title
  - double-spaced if the title is longer than 1 line
  - centered, in the upper half of the page
- includes name(s) of **author(s)** one double-spaced line below title
- includes institutional affiliation: **course name and institution** (e.g., Nursing 1111, Mount Royal University) one double-spaced line below name of author
- includes a header with two parts:
  - **page number** [see pp. 229-230]
    - title page has page number 1 on the top-right
    - click Insert⇒Header⇒Blank⇒Page Number⇒Top of Page⇒Plain Number 3
    - with the cursor to the left of the page number 1, type in your **running head** (see below)
  - **running head for publication** [see p. 230]
    - includes the words "Running head" followed by a colon, a space, and an abbreviated title (less than 50 characters, counting letters and spaces) in all upper-case letters
    - after typing Running head: ABBREVIATED TITLE to the left of the page number, hit Tab once or twice to place your running head flush with the left margin while the page number remains flush with the right margin

### Abstract (if required) [see pp. 25-27, 41, 229]

- begins on a new page that follows the title page and is numbered as page 2
- includes running head (but the phrase "Running head:" does not appear after the title page)
- includes Abstract heading (with no bold) centered at the top of page (format is double-spaced with 0 space before and after paragraph)
- begins the paragraph text on the line below the title and has no indentation
- is between 150 and 250 words (check requirements with instructor)

### First Page of Text [see pp. 27, 42, 229]

- follows the Abstract or the title page (if there is no Abstract)
- includes header with title in caps (left justified) and page number (either 2 or 3)
- has full manuscript title at top of page, centered – with no bold
- does not have an Introduction heading

# Manuscript Template 6th Edition Apa Format

**Chris Akroyd**



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