

APA Citation Style Formatting Guide

There is a title page required for APA formatting. It should look like this:

Running head: SHORT TITLE OF YOUR PAPER	page number
Entire Title of Your Paper	
Your Name	
College you are attending	

For your References page entries should be in alphabetical order by author's last name. If there is no author, then use the first letter of the title of the work. It should look like this.

SHORT TITLE OF YOUR PAPER	page number
References	
Another look at the deterrent effect of death penalty. (2010). <i>Journal of Advanced Research in Law & Economics</i> 1(1), 12-15. Retrieved from Ebscohost.	
Berman, D. A. (2011). A truly (and peculiarly) American revolution in punishment theory. <i>Arizona State Law Journal</i> 42(4), 1113-1122. Retrieved from Ebscohost.	
Robinson, P. H. (2010). The ongoing revolution in punishment theory: Doing justice as controlling crime." <i>Arizona State Law Journal</i> 42(4), 1089-1111. Retrieved from Ebscohost.	

Some General Rules to Remember

- The title page should be 12 point, Times New Roman. No fancy fonts or large sizes.
- Double space your entire paper, including the Works Cited page.
- Use 12 point font.
- Use Times New Roman throughout.
- The Works Cited page uses a “hanging” indent. The first line of the citation is flush with the margin, all other lines are indented one Tab (½ inch).
 - SHORTCUT: highlight the citation; you may do all at once. Right click, then click on paragraph. In the Special category, choose “hanging” from the drop down menu. Click OK.
- How to insert page numbers:
 - Double click on the top of the page, the header will open.
 - Click on “Page number” in the Header and Footer category.
 - Choose where you want the page number to go.
 - Then double click on the right side of the header and type in the SHORT TITLE OF YOUR PAPER.
 - Click “Different First Page”
 - Repeat the process of adding the page number, double clicking in the right side of the header and then type: Running head: SHORT TITLE OF YOUR PAPER
 - Double click somewhere towards the middle of the page to close the header.