

Running head: Includes the title of your paper. In all capital letters. *Select different first page in Header/Footer Options. The following pages do not say Running head:

Page numbers at the top of each page.

This is called the **Cover Page**. APA Format requires a Cover Page. This is what it looks like!

APA Formatting Is Not So Bad (Title)

First and Last Name (Author)

Central Connecticut State University (Institution)

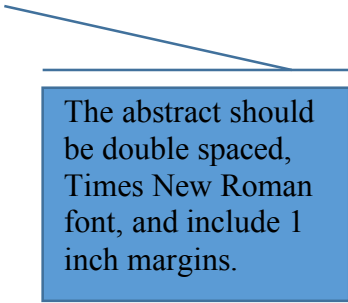
For the cover page include the title of the paper (no more than 12 words), first and last name, and the institution or university that the paper was written. Some professors require a cover page and others do not. Be sure to communicate with your professor to ensure what you need in terms of formatting for your assignment. However, in standard APA a cover page is required and appears like above.

Abstract

Some professors require an abstract. If so, here is what it looks like. Your abstract should be between 150 and 250 words. It is a basic summary of your paper and the content within it.

Therefore, you want to make sure that it is accurate, concise, coherent, and non-evaluative. Do not add comments as to what is in the body of the manuscript. Finally, the abstract has a section for keywords. This also gives the reader an idea about what to expect. Your keywords should include any important acronyms, main ideas, or future implications found. It will appear like so:

Keywords: APA, formatting, summary, abstract, good grades



The abstract should be double spaced, Times New Roman font, and include 1 inch margins.

The abstract is a separate page from the remainder of your document. 'Abstract' should not be bolded, italicized, or formatted. The abstract should include a short concise summary of the paper. Press 'Enter' once on the keyboard and include the keywords. Italicize '*keywords*'. Listing these keywords helps others find your work in a database if published, or more simply, gives readers insight to the main points of your work.

Now, with your cover page and abstract completed, you may begin writing! Depending on whether you are writing a research paper or scientific report, the format for the body of the paper may appear differently in regards to headings. Refer to the American Psychological Association APA manual for further instructions.

Remember: APA requires clear, concise writing. APA writing is free of bias language and flowery expressive writing. Follow general grammar and syntax rules for writing.