

Cover Page

1
↑
Page #

Centered title in the upper half of the page in bold → **A Concise and Accurate Title for Your Paper: In About 12 Words**

Your first and last name → Professional Name

Affiliated institution → California State University San Marcos

Your course → Course number and name (e.g., GEW101A)

Instructor name and title → Course Instructor

Common date format (e.g., January 1, 2020) → Assignment Due Date

→ *1-inch margins on all sides, every page*

Author's Note (if any) ← *Includes additional author, funding, or research information*

General Format:
Times New Roman
12pt. font
Double-spaced

Abstract Page

2
↑
Page # continues

Abstract

Do not indent first line → Briefly summarize your main points, outline your purpose and define any abbreviations and acronyms in 150-250 words...

Keywords: summarize, purpose, abbreviation, acronym

Main Body

3

.5-inch indentation for body paragraphs → **A Concise and Accurate Title for Your Paper: In About 12 Words**

Continue 1-inch margins on all sides

On the third page, your main body should begin with the introduction, which should include your problem, purpose, and hypothesis. Your introduction does not require a heading.



Main Body Continued



Headings establish the *hierarchy of sections* in your paper; topics of equal importance have the same level of heading throughout your paper (ex: Method and Research should have the same heading level)

Each section starts with the highest level of heading. If only 1 level of heading is needed, use Level 1; for a paper with two levels of heading, use Level 1 and 2, etc.

Level	Format	Outline Sample
1	Centered, Boldface, Title Case Heading	Method/Results/Discussion
2	Flush Left, Boldface, Title Case Heading	Sample and Participant Selection
3	Flush Left, Boldface Italic, Title Case Heading	Assessments and Measures
4	Indented, Boldface, Title Case Heading Ending With a Period.	Life History Measures of Intelligence
5	Indented, Boldface Italic, Title Case Heading Ending With a Period.	Important Demographics. Significant Characteristics. Limitations of the Study. Conclusions and Prospects.

References Page

Use same formatting and spacing on separate page

List citations in alphabetical order by author's last name

Hanging indent

List authors according to given order of contributors

Hyperlink URLs and DOIs

Only use "Retrieved from" if retrieval date is known

	8
	References
	Adam, A. (Publication Date) Title of chapter. In E. E. Editor (Ed.), <i>Title of book</i> (pp. xx-xx).
	Celine, Y., Bert, H., & Alex, O. (year). Title of article. <i>Title of Periodical</i> , xx, pp-pp. https://doi.org/xx.xxxxxxxx
	Zelda, B. (1998). Title of work (Report No. xxx). Agency name. website: http://www.xxxxxx

These are examples of book, periodical, and research references. See the APA trifold for additional information about how to construct more references.