

## APA MANUSCRIPT FORM GUIDELINES

<b>Typeface</b>	Times New Roman 12-point font size
<b>Margins and Line Spacing</b>	One inch at the top and bottom and left and right sides Double-space
<b>Line Length and Alignment</b>	Align text flush-left *Note: The right side of text will be jagged.
<b>Paragraphs and Indentation</b>	One-half inch indentation or one tab (Set up the paragraph and indentation settings to default.) Indent: <ul style="list-style-type: none"> <li>• the first line in each paragraph, leaving the next line left aligned; and</li> <li>• the first line in every footnote.</li> </ul> Exceptions to the instructions above for indenting are abstract, block quotes, titles, headings, and subsections, table titles and notes, and figure captions.
<b>Page Numbers</b>	Set up the following to show information on each consecutive page: Page Number: <ul style="list-style-type: none"> <li>• top flush right-side of the header (Insert, Page Number)</li> </ul>
<b>Order of Manuscript Pages</b>	In this order: <ul style="list-style-type: none"> <li>• Title Page</li> <li>• Abstract</li> <li>• Text</li> <li>• References</li> <li>• Tables</li> <li>• Figures</li> <li>• Appendices</li> </ul>
<b>Title Page</b>	In this order: <ul style="list-style-type: none"> <li>• Page Number</li> <li>• Title</li> <li>• Your Name</li> <li>• Institutional Affiliation</li> <li>• Author Note (if applicable)</li> </ul> <p><b>See reverse side for example</b></p>

Title of Your Essay

Your Name

Allan Hancock College

Author Note (if applicable)

**Instructions for inserting a page number on the first page differently from subsequent pages.**

1. Set-up the page number through the following steps:  
Insert/Page Number/Top of Page/Plain Number 3
2. While in the header, look beneath “Design” and select “Different First Page” which clears the page number from page 1.
3. Then click on red “x” that reads “Close Header and Footer”.