APA Guidelines for Formatting College Essays and Writing Assignments

(Current as of July 2020)

For some writing done in classes at Central Piedmont, including certain assignments for ENG 112, as well as writing for psychology and sociology courses, there is usually a standard design (based on APA guidelines) for the formatting of student papers.

Note: Always follow the specific formatting directions given to you by your course instructor whenever writing and submitting your assignments for a grade. Individual instructors may have additional requirements or specific preferences regarding the formatting and layout of documents.

This is the basic format for the cover page of a student paper written according to APA style. Note: The example document was created with Microsoft Word.

Depending on your personal technology and software, you may be using a different word-processing program to write your papers.
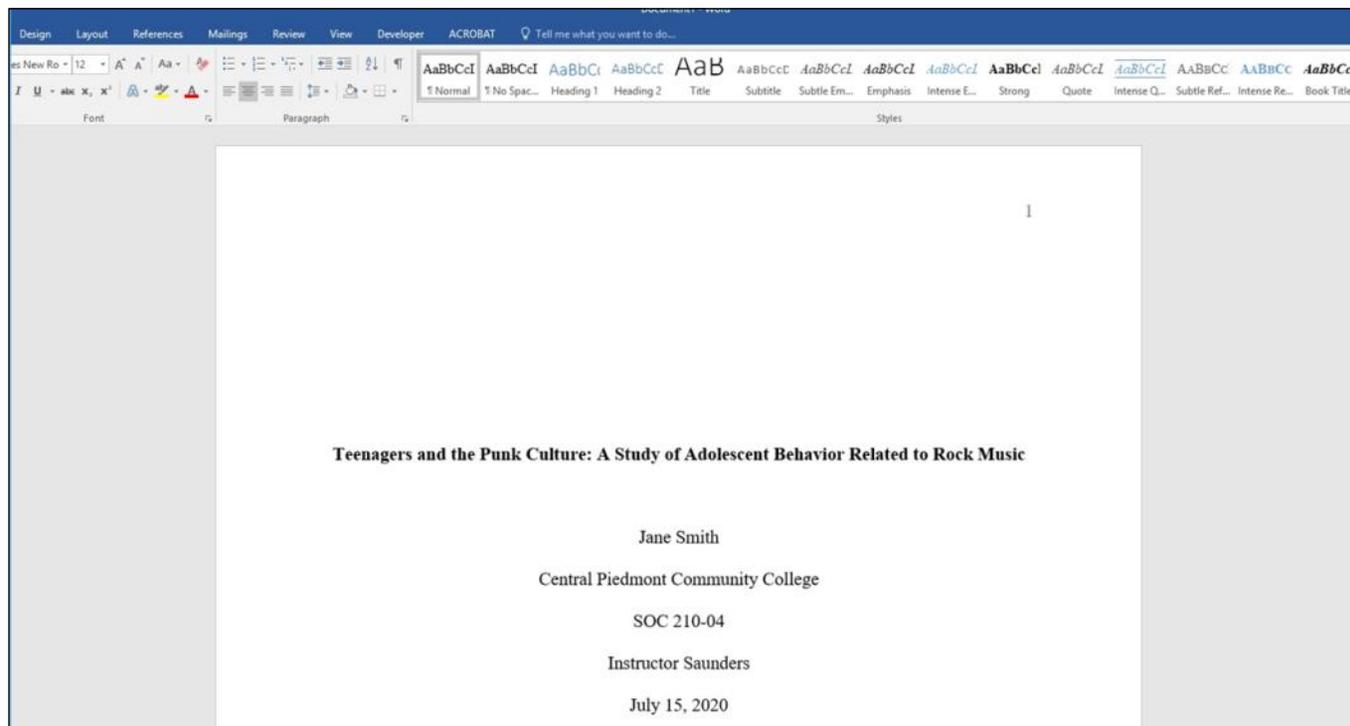
In the example, the most necessary information pieces are included starting approximately three-to-four lines from the top margin of the document, and all of the information is aligned to the center of the page. The cover page includes the following:
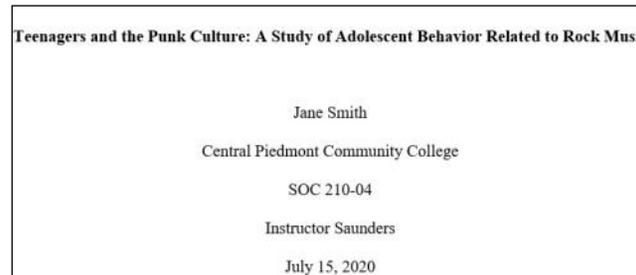
- The title of the written work in bold

- Your full name

- The name of your college

- The course prefix and number

- Your instructor's name

- The date you are submitting the paper
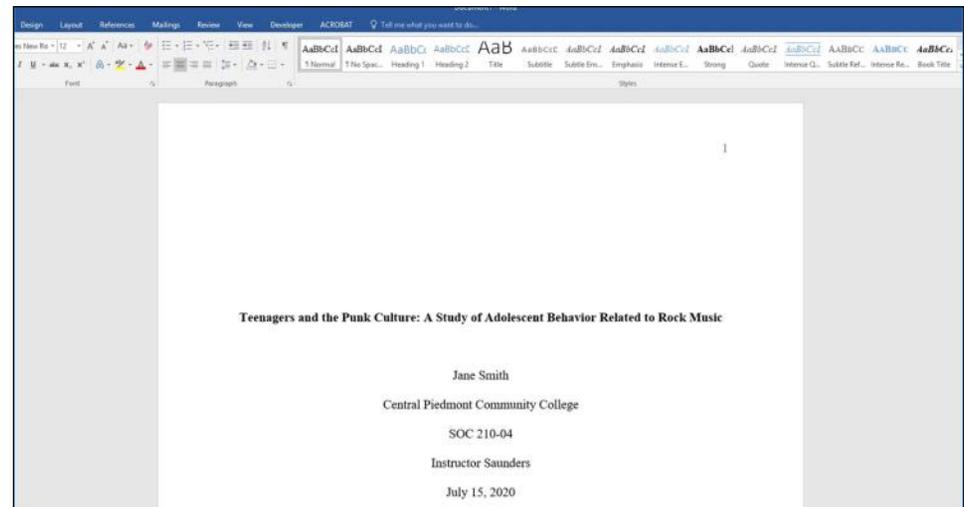
Note: APA uses a standard date order, featuring the month (written as a word), followed by the day (written as a number), and finally, the year (also written as a number) [Example: July 15, 2020].

A comma is used to separate the day from the year.

In the example, the bold title of the student's written work (a cultural study) is followed by one blank line separating the title from the remaining necessary information.

Teenagers and the Punk Culture: A Study of Adolescent Behavior Related to Rock Music

Jane Smith

Central Piedmont Community College

SOC 210-04

Instructor Saunders

July 15, 2020

The final required information piece used in the APA formatting of student-written documents is the page number, which is right aligned on the page.
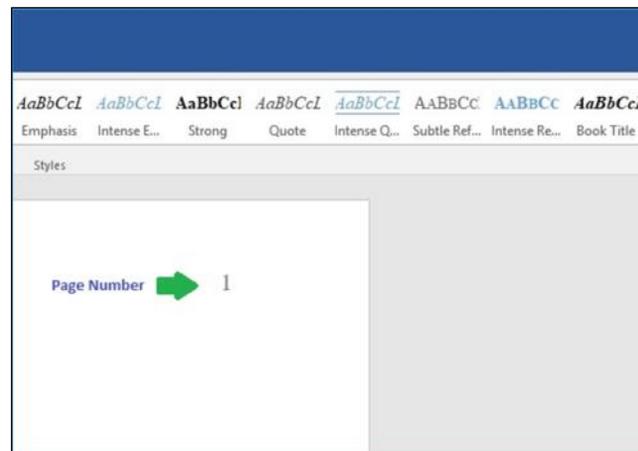
Page Number ➡ 1

The page numbers *cannot* just be typed into most word-processing program documents, such as those in Microsoft Word or Google Docs. The use of automatic page numbering must be inserted with the word-processing program's "Header and Footer" and/or "Insert Page Number" options.
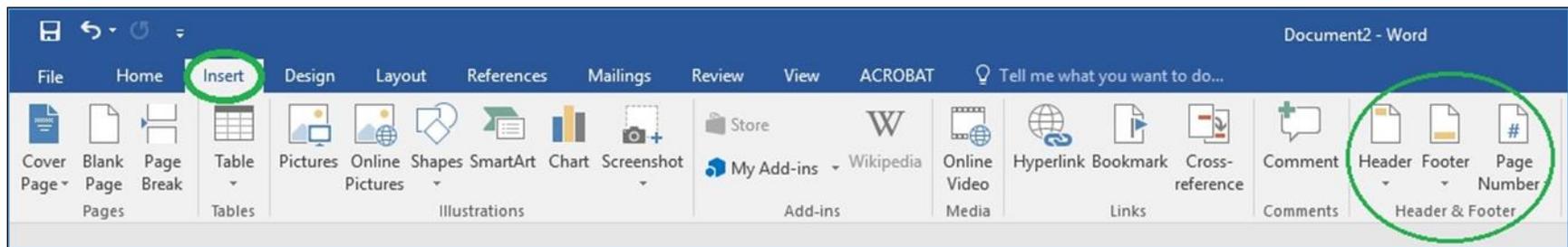
Consult your word-processing program's "Help" option to learn how to successfully insert automatic page numbers into your APA formatted document.

Other important APA document formatting tips generally include using a consistent font type and size, such as Times New Roman with 12 point as the size.

Additionally, the document page margins should be 1" (one inch) on all sides.

Also, you should make sure the spacing between lines of text is set to "Double."