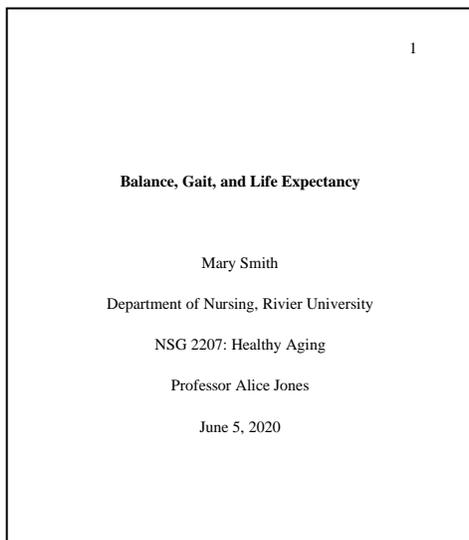




# Academic Support Center

## Formatting an APA Paper

(APA 7<sup>th</sup> Edition, Revised May 2020)



### Formatting Title Page

The student version of a title page includes several elements.

The paper title is in bold and title case, centered, and 3-4 lines down from the top margin. Note that shorter, more concise titles are better. Then, two lines down, the author's name should be listed, centered and in standard font.

On the next line, using the same format, the author's academic affiliation should be listed, including the name of the department followed by the name of the university.

Next, the following should appear, centered and in standard font:

- The course number and name
- The instructor's title and name (Check with the instructor to see what title they would prefer: Professor, Dr., Instructor, or an alternative)
- The due date

The page number should be included in the header, by itself, on the right-hand side of the page. To add in the page number, complete the following:

- While on the cover page, click **Insert** (in the ribbon at the top left of the screen)
- Select **Header**
- In the blank header, tab to the right-hand side of the page, select insert, then select **Page Number** from the options
- Select the option **Current Position** from the drop-down menu, and then click on the **Plain Number** box
- Lastly, click on **Close Header and Footer**

The page numbers should begin on the title page.

The paper should use 1" margins and be double-spaced throughout. For font choices, the following are acceptable: 11-point Calibri, 11-point Arial, 10-point Lucida Sans Unicode, 12-point Times New Roman, or 11-point Georgia. Check your assignment requirements as the professor may require a specific font.

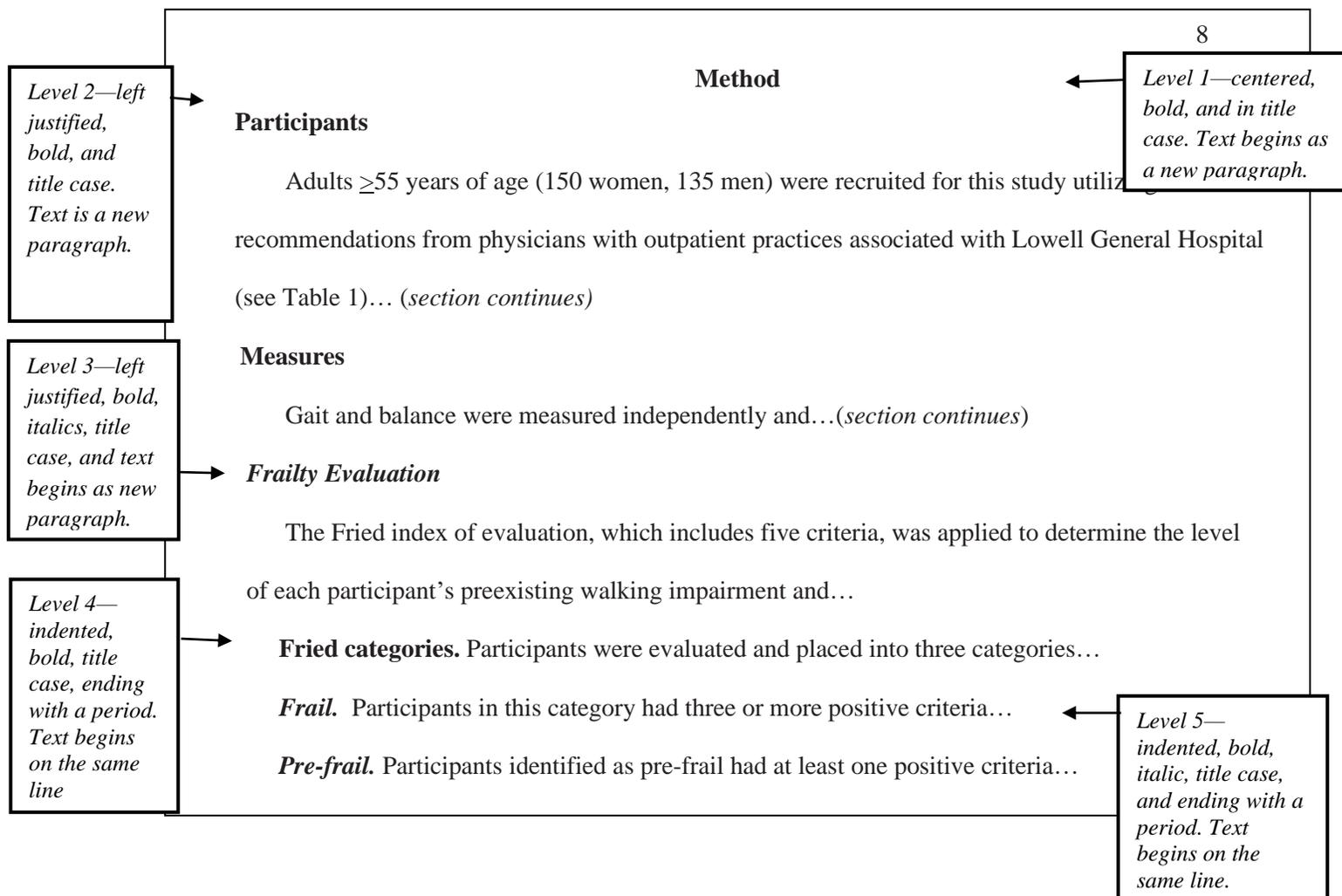
**Second Page of Document—Abstract:** *(Not always required; check with your professor.)*

|   |  |
|---|--|
| <p><b>Abstract</b></p> <p>Gait and balance are essential to maintain people’s quality of life as they age, and when these abilities are impaired, there is an increase in morbidity and mortality. Healthcare personnel routinely ask older adults about any falls, and older adults are often advised to modify their living environment, reduce risks, and utilize walking aids to avoid falls. Interventions are rarely....</p> <p><i>Keywords: gait, balance, life expectancy</i></p> | <p>2</p> <p>←</p> <p><i>An abstract is a brief summary of the contents of your essay. The abstract is typically 150-250 words and must be readable, concise, and well organized.</i></p> <p><i>The title Abstract should be in bold, and the text of the abstract should follow the same order as the paper with an introduction of the topic, an overview of the content, and a summary. The first line of the abstract is not indented.</i></p> <p><i>Often, at the end of the abstract, writers provide three to five keywords for the paper. On a separate line, add the word <b>Keywords</b> in italics with a colon after it, indented and followed by the words chosen in lowercase, separated by commas. Do not use a period after the last word.</i></p> <p><i>Not all papers require an abstract. Check your assignment.</i></p> |
|---|--|

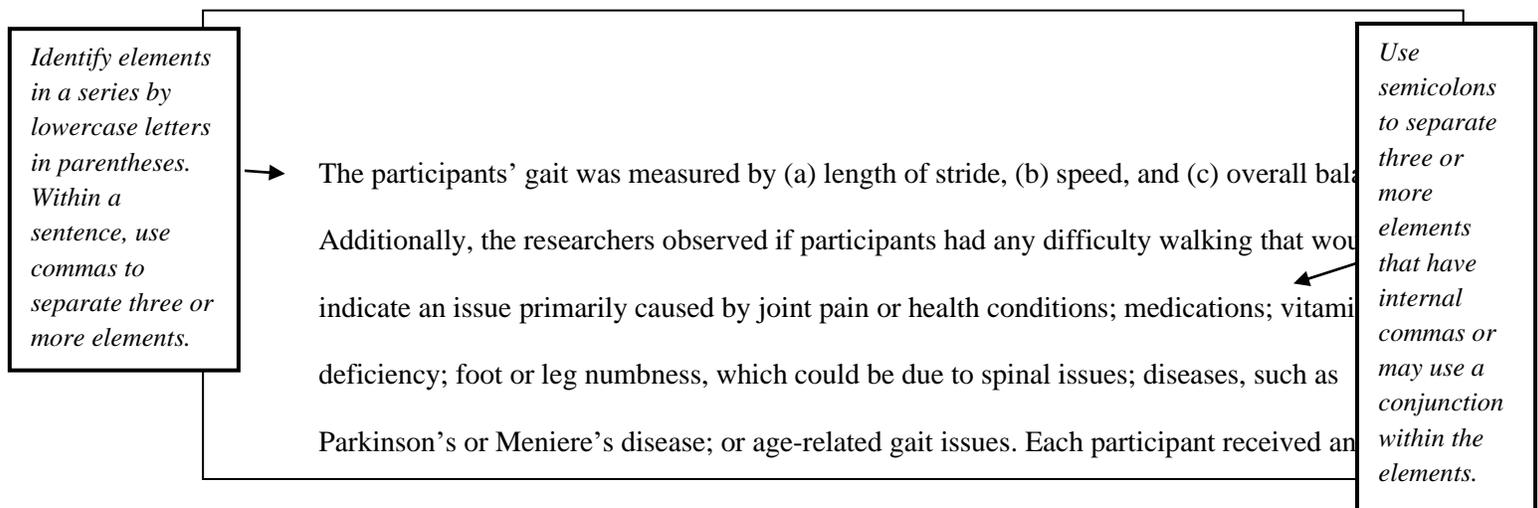
**First Page of the Body of the Paper:**

|   |   |  |
|---|---|--|
| <p><i>Indent paragraphs ½ inch (5 spaces). Do not add extra space between paragraphs.</i></p>   | <p>2</p> <p>←</p> <p><b>Balance, Gait, and Life Expectancy</b></p> <p>Older adults face problems with decreasing balance and gait issues. These two factors drastically impact walking ability and have also been found to be prime indicators of overall health, life expectancy, and quality of life. Issues with balance and gait can cause falls, particularly in older adults, and these falls can be an initial event that leads to people’s inability to continue living on their own, can trigger increased morbidity, and can result in death. According to Burns and Ramakrishna (2018), falls are the seventh leading cause of injury in those age 65 or older and result in 3 million emergency room visits per year. Alarming, the number of falls in this age group increased 31% during the period from 2007-2016.....<i>(section continues)</i></p> | <p><i>Place your title on the first line of this page.</i></p> <p><i>It should be centered, in bold, title case, and the same font as the text. Do not underline or italicize the title.</i></p> |
| <p><i>Note that the introduction does not have a heading. Simply start your introduction on the next line under the title of the paper.</i></p> |   |  |

**Headings:** There are five levels of headings for APA 7<sup>th</sup> edition. However, most student papers use only two or three. The number of headings used is chosen based on the length and complexity of the paper. After the introduction, start with a level 1 heading for the next section.



### Items in a Series:



## Appendices

An appendix is used for including supplementary material, such as tables, figures, charts, or any other information that may help readers understand your work but is not necessary in the main text.

Use a separate page for each appendix. If you are only using one, center the word Appendix on the top of the page. If you are using more than one appendix, label them Appendix A, Appendix B, and so on.

If one table or figure makes up the entire appendix, there is no need to provide additional labels. If, however, you are including multiple tables or figures in an appendix, provide each with a number preceded by the letter or the appropriate appendix. If you have a single appendix that is not labeled with a letter, precede numbers of tables and/or figures with the letter A.

If the material in an Appendix is taken from an outside source, it does need to be properly cited on the page it is on. Appendices are placed at the very end of the paper, after the References page.

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**Appendix A**

Table A1

Item One  
 Item Two  
 Item Three  
 Item Four

Table A2

Item One  
 Item Two  
 Item Three  
 Item Four

*The Appendix heading should be centered, bold, and in the same font as the text.*

*If the Appendix material is taken from another source, it should have an in-text citation included, as well as a Reference page entry.*

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**Appendix B**

Maslow's Hierarchy of Needs

**ABRAHAM MASLOW  
HIERARCHY OF NEEDS**

Maslow, A. *Motivation and Personality* (2nd ed.)  
Harper & Row, 1970.

**SELF-ACTUALIZATION**  
Pursue Inner Talent  
Creativity, Fulfillment

**SELF-ESTEEM**  
Achievement, Mastery  
Recognition, Respect

**BELONGING - LOVE**  
Friends, Family, Spouse, Lover

**SAFETY**  
Security, Stability, Freedom from Fear

**PHYSIOLOGICAL**  
Food, Water, Shelter, Warmth