

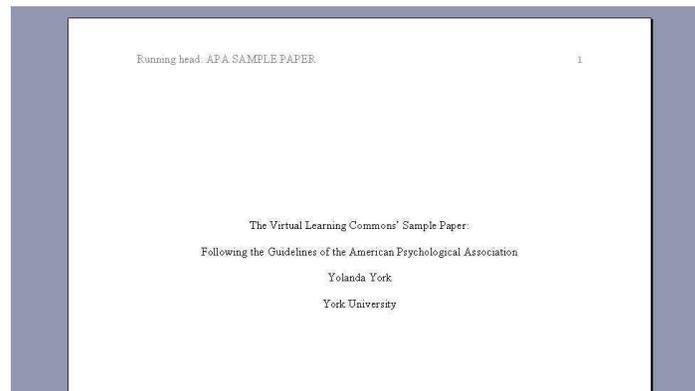
## Essay Formatting: APA, Chicago, MLA

### General APA Guidelines

- Your essay should be typed, double-spaced with 1" margins on 8.5" x 11" paper. The preferred typeface is Times New Roman, with a 12-point font size.
- Include a **page header** at the top of every page.
- Leave two spaces after periods.
- Your essay should include four major sections: Title Page, Abstract, Main Body, and References.

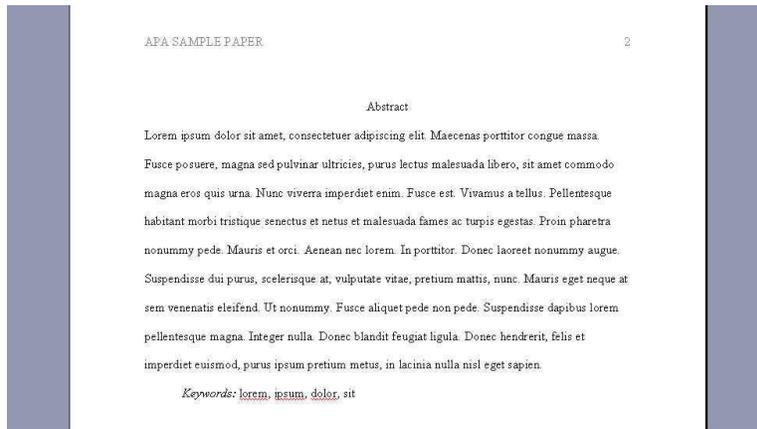
### Title Page

- To create the **page header** for the title page (see example below):
  - insert page number top right of header.
  - insert the phrase "Running head:" followed by a shortened version of your title in the top left of the header. The shortened version of your paper's title should be written in capital letters and contain no more than 50 characters, including spacing and punctuation. (Note that the phrase "Running head:" only appears on the title page. The shortened title appears without this phrase on all subsequent pages.)
- The title page should contain the **full title** of the paper, the **author's name**, and the **institutional affiliation**.
- Centre and type your **full title** in upper and lowercase letters in the upper half of the page. Your title should not exceed 12 words and should not contain abbreviations; it may take up one or two lines. Remember to double-space all text.
- Below the title, centre and type your full name and that of any co-authors.
- Below the author's name, type the **institutional affiliation** to indicate the location where the author(s) conducted the research (e.g., York University).



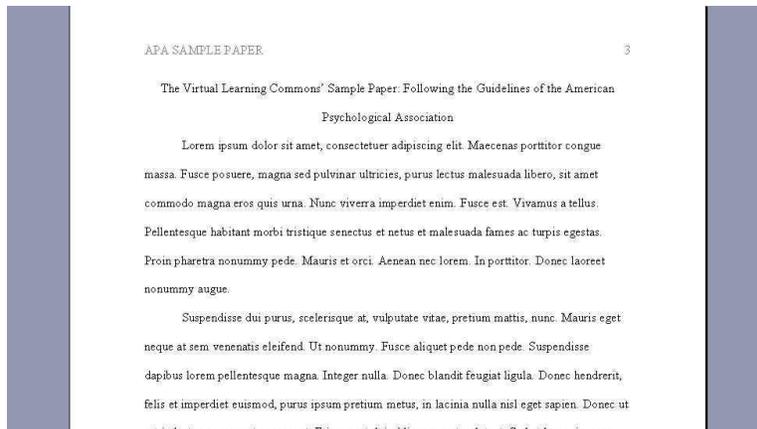
### Abstract (may not be required for all assignments)

- Place the abstract on a separate page, with the header as described above and numbered as page 2. On the first line of the abstract page, center the word "Abstract" (do not use bold, formatting, italics, underlining, or quotation marks).
- Beginning on the next line, summarize the key points of your research (research topic, research questions, participants, methods, results, data analysis, and conclusions). Your abstract should be a single paragraph (do not indent), and between 150 and 250 words.
- You may list keywords that identify the most important concepts of your paper. Indent and type *Keywords:* (italicized), and then list your keywords.



### Body

- Start the body on a new page with a header as described above. On the first line of the body page, centre the **full title** (do not use bold, formatting, italics, underlining, or quotation marks). The **full title** is not repeated on subsequent pages.



### References

- Start the References section on a new page with a header as described above.
- Centre and type the word References on the first line of the page. Do not bold, underline or use quotations for the title.
- Double-space all references.
- Individual references should contain a hanging indent of 0.5 inches for the second and subsequent lines.

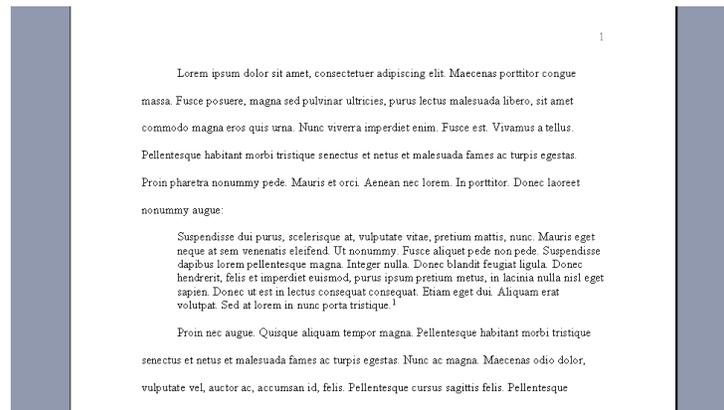
See the Creating Bibliographies module for more information about formatting your list of references.

This guide was adapted from the Purdue OWL APA Formatting and Style Guide:

Paiz, J. M., Angeli, E., Wagner, J., Lawrick, E., Moore, K., Anderson, M., Soderlund, L., Brizee, A., & Keck, R. (2013, March 1). *General format*. Retrieved from <http://owl.english.purdue.edu/owl/resource/560/01/2>

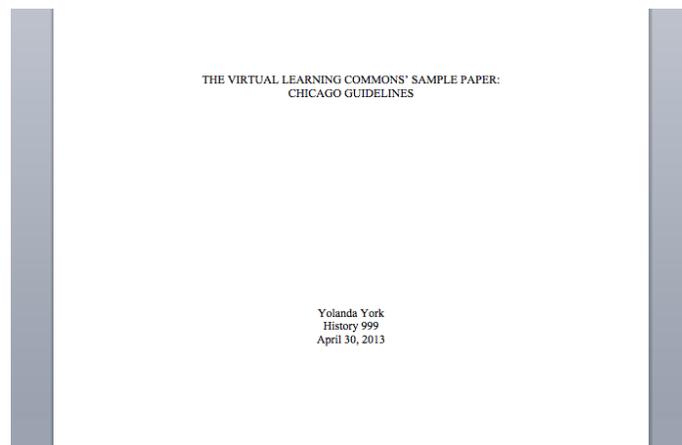
## General Chicago Guidelines

- Your essay should be typed, double-spaced with at least 1” margins on 8.5” x 11” paper. The preferred typeface is Times New Roman, 12-point font size.
- Page numbers should be in the **page header**, flush right, beginning on the first page of the main body with number 1.
- Text should be double-spaced, except:
  - Block quotations, table titles, and figure captions should be single-spaced.
  - Individual notes and bibliographies should be singled-spaced; however, leave an extra line space between separate notes and bibliographic entries.
- Leave a single character space after periods at the end of a sentence and after colons within a sentence.
- Subheadings should be used for longer papers; put an extra line space before and after subheadings.



## Title Page

- The **title** should be centred a third of the way down the page. For subtitles, end the title line with a colon and place the subtitle on the line below the title.
- Several lines below the title include the **author’s name** and that of any co-authors.
- Below the author’s name, type the **course information**. On the following line, place the date.



## References

- Start the References section on a new page.
- Title the page Bibliography, if using Notes and Bibliography style; or title the page References, if using the Author Date style.
- Start your first bibliographic entry two lines below the title, but leave one blank line between individual entries.
- Individual bibliographic entries should contain a hanging indent of 0.5 inches for their second and subsequent lines.

See the Creating Bibliographies module for more information about formatting your list of references.

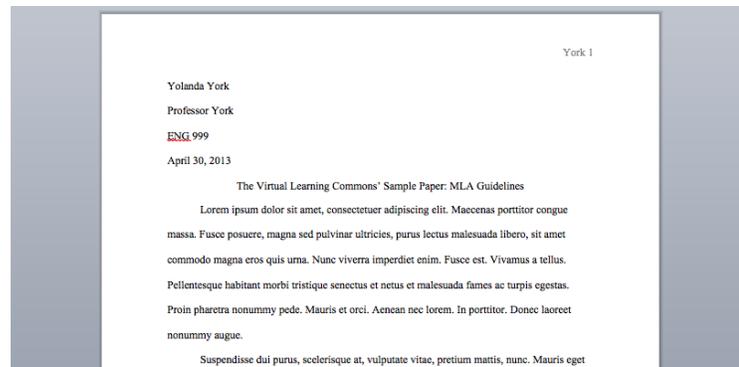
This guide was adapted from the Purdue OWL Chicago Manual of Style 16<sup>th</sup> Edition: Jessica Clements, Elizabeth Angeli, Karen Schiller, S. C. Gooch, Laurie Pinkert, and Allen Brizee. "General Format," *The Purdue OWL*, April 3, 2013, <http://owl.english.purdue.edu/owl/resource/717/13/>.

## General MLA Guidelines

- Your essay should be typed, double-spaced with 1" margins on 8.5" x 11" paper. The preferred typeface is Times New Roman, with a 12-point font size.
- Include a **page header** that numbers all pages consecutively in the top right-hand corner.
- Leave only one space after periods or other punctuation marks.
- If you have any endnotes, include them on a separate page before your Works Cited page. Entitle the section Notes (centred, unformatted).

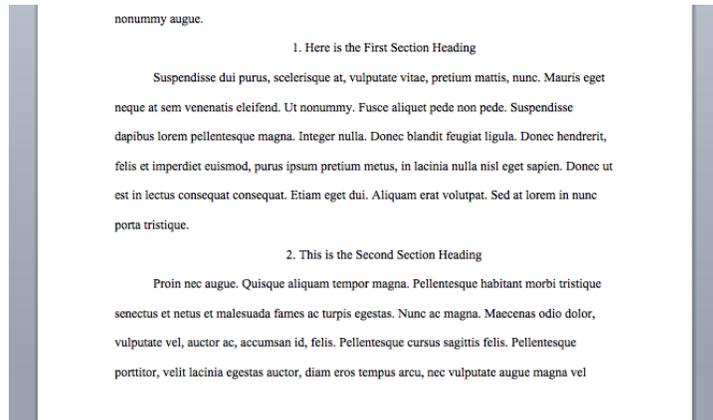
## First Page/Body

- Do not make a title page for the paper unless requested by your instructor.
- In the top left-hand corner of the first page, enter the **author's name**, the **instructor's name**, the **course code**, and the **date** as double-spaced text.
- Create a **page header** in the top right-hand corner that includes your last name, followed by a space and the page number; number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), flush with the right margin.
- Leave a double space and centre the title. Do not underline, italicize, or place your title in quotation marks; use **Title Case** (standard capitalization), not all capital letters.
- Use quotation marks and/or italics when referring to other works in your title, just as you would in your text (e.g., *Fear and Trembling* as Morality Play).
- Leave a double space between the title and the first line of the text.



## Section Headings

- You may use section headings to improve your paper's readability. MLA recommends dividing your essay into sections by numbering sections with an Arabic number (1, 2, 3, 4, etc.) and a period followed by a space and the section name.
- This heading style is a recommendation only. You may use any heading style as long as it is consistent throughout the document.



## References

- Place the Works Cited on a separate page at the end of your paper. Use the same one-inch margins and page header as the rest of the paper.
- Centre the title Works Cited (do not italicize the words Works Cited or use quotation marks).
- Double space all citations.
- Individual citations should contain a hanging indent of 0.5 inches for their second and subsequent lines.

See the Creating Bibliographies module for more information about formatting your list of references.

This Guide was adapted from the Purdue OWL MLA Formatting and Style Guide:

Russell, Tony, Allen Brizee, Elizabeth Angeli, Russell Keck, and Joshua M. Paiz. "MLA Formatting and Style Guide." *The Purdue OWL*. Purdue U Writing Lab, 9 May 2012. Web. 2 May 2013.