# RESEARCH DOCUMENTATION - APA STYLE

**YOUR RESEARCH PAPER SHOULD APPEAR AS FOLLOWS:**

**GENERAL DOCUMENT GUIDELINES**
- Margins: one inch on all sides
- Font Size and Type: 12 pt, Times Roman or Courier
- Spacing: Double space throughout the paper, including Title page
- Alignment: Flush Left (creating uneven right margin)
- Paragraph Indentation: 5-7 spaces
- The page number appears one inch from right edge on the first line of every page.
- Manuscript Page Header is the first 2-3 words of the paper title that appears 5 spaces to the left of the page number on every page.

### Manuscript Page Header 1

**Running Head:** ALL CAPITAL LETTERS

**The Title**

**Author's Name**
Rutgers, The State University of New Jersey
Camden College of Arts and Sciences
Department of XXXXX

### Manuscript Page Header 2

**Abstract**

The abstract should not exceed 120 words and should be in block format. All numbers in the abstract (except those beginning a sentence) should be typed as digits rather than words.

### Manuscript Page Header 3

**Title**

Follow general document guidelines. The text continues throughout the paper. Every page has a header and page number.

### Manuscript Page Header #

**References**

Author's last name, Author's first initial (Year). Title. *Journal, Volume*, Page numbers.

Author's last name, Author's first initial (Year). Title, City of publication: Publisher.

### TITLE PAGE

- Contains paper title, author(s), affiliations
- Title, Author, and Affiliations are centered, with upper and lowercase letters.
- Running head is flush left (all UPPERCASE) following words "Running Head". It is short title and should not exceed 50 characters, including punctuation and spacing.

### ABSTRACT

- Is a 1-paragraph, self-contained summary of the most important elements of the paper.
- Begins on a new page (2).

### BODY

- The body begins on new page (3).
- Subsections do not begin on new pages.

### REFERENCES

- If journal article (double spaced)
- If book (double spaced)
- References are listed in alphabetical order by the first initial of the authors' last names.