APA STYLE GUIDE

ANY QUESTIONS ALONG THE WAY? SCHEDULE A WRITING CENTER APPOINTMENT AT LBC.EDU/ALLY

1. Margins: Set margins to normal setting (1 inch around).

2. Font: Set Font to size Times New Roman size 12

3. Line Spacing
   Set line Spacing to 2.0, and 0pt spacing after paragraph in line spacing options.

4. Header
   Double Click in the header area. In the header and footer design tab, select the box for “Different First Page.” Insert page numbers by going to the “Design Header and Footer Tab,” selecting page number > top of page > option for the top right corner.
   Running head: Press “Tab” and the left arrow key on your keyboard twice to align to the left. Then type: “Running head: SHORTENED TITLE IN ALL CAPS” Example of full title: Biblical Higher Education’s Advantages in the American Post-Modern Society. Example of shortened title: Running head: BIBLICAL HIGHER EDUCATION” Format text and page number to the correct font style and size: Times New Roman Size 12.

5. Title Page
   Close the header and go to the first line of the paper. The text should be on the sixth line of the paper. Press “Enter” five times, then center and type the full title of your paper using typical title capitalization. On the next line enter your name, on the following line enter the name of your institution: Lancaster Bible College | Capitol Seminary & Graduate School

6. Second Page
   Open the header on the second page of the paper. Enter a shortened version of the title in all caps. Press the Tab key twice to align the title to the left side of the header. Format text to the correct style and size.

7. Abstract
   Close the header of the page and place your cursor in the first line of text. Center the text by pressing the center button in the paragraph box of the home tab. Enter “Abstract” for the heading of the abstract. Enter your abstract paragraph, a brief summary of the paper, without indentation on the following line.

8. First Page of Body
   Place your cursor in the first line of text. Center the text and enter the full version of your title. After completing the introductory paragraph of the body of your paper, a centered and bolded subtitle should be inserted. All following major sections of the paper should follow this pattern.

9. Subheadings
   For subheadings, the heading should be bolded, aligned to the left side of the page, not indented, on a separate line of text than the body of the paragraph. Third level headings should be aligned to the left side, bolded and indented ½ inch but on the same line as the text of the paragraph.