# Purdue OWL

## 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 doublespace 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.

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## **Table of Contents Purdue Owl Apa Essay Format**

- 1. Understanding the eBook Purdue Owl Apa Essay Format
  - The Rise of Digital Reading Purdue Owl Apa Essay Format
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Purdue Owl Apa Essay Format
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Purdue Owl Apa Essay Format
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Purdue Owl Apa Essay Format
  - Personalized Recommendations
  - Purdue Owl Apa Essay Format User Reviews and Ratings
  - Purdue Owl Apa Essay Format and Bestseller Lists
- 5. Accessing Purdue Owl Apa Essay Format Free and Paid eBooks
  - Purdue Owl Apa Essay Format Public Domain eBooks
  - Purdue Owl Apa Essay Format eBook Subscription Services
  - Purdue Owl Apa Essay Format Budget-Friendly Options
- 6. Navigating Purdue Owl Apa Essay Format eBook Formats

- o ePub, PDF, MOBI, and More
- Purdue Owl Apa Essay Format Compatibility with Devices
- Purdue Owl Apa Essay Format Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - o Adjustable Fonts and Text Sizes of Purdue Owl Apa Essay Format
  - Highlighting and Note-Taking Purdue Owl Apa Essay Format
  - Interactive Elements Purdue Owl Apa Essay Format
- 8. Staying Engaged with Purdue Owl Apa Essay Format
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - $\circ\,$  Following Authors and Publishers Purdue Owl Apa Essay Format
- 9. Balancing eBooks and Physical Books Purdue Owl Apa Essay Format
  - Benefits of a Digital Library
  - o Creating a Diverse Reading Collection Purdue Owl Apa Essay Format
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Purdue Owl Apa Essay Format
  - Setting Reading Goals Purdue Owl Apa Essay Format
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Purdue Owl Apa Essay Format
  - Fact-Checking eBook Content of Purdue Owl Apa Essay Format
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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