APA and MLA Paper Format Templates

Quick Format Comparison

Element	APA 7th Edition	MLA 9th Edition
Title page	Required	Not used
Header	Title on every page	Last name + page #
First page	Title page	Heading + title
Reference list	References	Works Cited
In-text	(Author, Year)	(Author Page)

APA Paper Template

Title Page (Page 1)

[Top left corner: Running head - shortened title in all caps or title case]
[Top right corner: 1]

[Centered, approximately 1/3 down page:]

Paper Title in Title Case:
Use Bold and Center Alignment

Student Full Name
Department of Psychology, University Name
PSY 101: Introduction to Psychology
Professor Jane Smith
October 15, 2024

Formatting: - ☐ All text double-spaced - ☐ Title bold and centered - ☐ Each element on separate line - ☐ All information centered - ☐ No extra spacing between lines

APA Page 2 (First Page of Text)

SHORTENED TITLE IN ALL CAPS   2

Paper Title in Title Case: Use Bold and Center Alignment

    First paragraph begins here with 0.5 inch indentation. The entire paper is double-spaced with 1-inch margins on all sides. Use 12-point Times New Roman font. According to recent research, this approach is effective (Smith, 2023). Direct quotes require page numbers (Smith, 2023, p. 45).
    Second paragraph continues with the same formatting. Each paragraph is indented 0.5 inch. Multiple authors are cited with an ampersand (Smith & Jones, 2023). Three or more authors use et al. (Smith et al., 2023).

Heading Level 1: Centered, Bold, Title Case

    Text continues after heading. Level 1 headings are used for major sections like Method, Results, and Discussion.

Heading Level 2: Left-Aligned, Bold, Title Case

    Text continues after level 2 heading. These are subsections within major sections.

APA References Page

<div align="center">References</div>

Brown, D. L. (2024). *Digital learning environments*. Academic Press.

Johnson, M. A. (2023). The impact of technology on education.
    Journal of Educational Research, *45*(3), 123-145.
    https://doi.org/10.1234/jer.2023.0056

Smith, J. M., & Jones, A. B. (2023). *Modern teaching methods* (2nd
    ed.). University Press.

Williams, R. T. (2024, May 15). *Understanding student engagement*.
    Education Blog. https://www.educationblog.com/engagement

Formatting: - ☐ "References" centered, bold, on new page - ☐ Alphabetize entries by author last name - ☐ Hanging indent (0.5 inch) - ☐ Double-space everything - ☐ Continue running head and page numbers

MLA Paper Template

First Page (No Title Page)

                                                              Smith 1

John Smith
Professor Johnson
English 101
15 November 2024

The Impact of Technology on Modern Education

    First paragraph begins here with 0.5 inch indentation. The
entire paper is double-spaced with 1-inch margins on all sides.
Use 12-point Times New Roman font. According to recent research,
this approach is effective (Brown 45). Direct quotes use the same
format with page numbers (Brown 45).
    Second paragraph continues with proper indentation. Multiple
authors use "and" in citations (Smith and Jones 23). Three or
more authors use et al. (Williams et al. 67). All borrowed ideas
must be cited properly.

Optional Heading: Centered or Left-Aligned

    Text continues after heading. MLA does not require specific
heading formats, but headings should be consistent throughout the
paper. Headings are optional unless required by instructor.
    Block quotations are used for quotes of four or more lines.
Recent research indicates:

    This is a block quotation that is four or more lines long
    and is therefore indented 0.5 inch from the left margin.
    Block quotes are double-spaced and do not use quotation
    marks. The citation appears after the final punctuation.
    (Smith 123)

Regular text continues after the block quote with normal paragraph
indentation.

MLA Works Cited Page

Works Cited

Brown, David Lee. *Digital Learning Environments*. Academic Press, 2024.

Johnson, Mary Ann. "The Impact of Technology on Education." *Journal of Educational Research*, vol. 45, no. 3, 2023, pp. 123-145, doi:10.1234/jer.2023.0056.

Smith, John Michael, and Alice Brown Jones. *Modern Teaching Methods*. 2nd ed., University Press, 2023.

Williams, Robert Thomas. "Understanding Student Engagement." *Education Blog*, 15 May 2024, www.educationblog.com/engagement.

Formatting: - ☐ "Works Cited" centered at top of new page - ☐ Continue last name + page number header - ☐ Alphabetize entries - ☐ Hanging indent (0.5 inch) - ☐ Double-space everything

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Side-by-Side First Page Comparison

APA Title Page vs MLA First Page

APA (Page 1 - Title Page):

TECHNOLOGY AND EDUCATION   1

Paper Title in Title Case and Bold

Student Name
Department, University
Course Number: Course Name
Professor Name
Date

MLA (Page 1 - Text Begins):

Smith 1

Student Name
Professor Name
Course Name
15 November 2024

Paper Title in Title Case

    First paragraph of text begins immediately...

Complete Paper Structure

APA Paper Order

1. **Title page** (page 1)
2. **Abstract** (page 2, if required)
3. **Body text** (begins page 2 or 3)
4. **References** (new page)
5. **Appendices** (if needed)

MLA Paper Order

1. **First page** (heading + title + text begins)
2. **Body text** (continues)
3. **Works Cited** (new page)
4. **Appendices** (if needed)

Heading/Header Setup

APA Running Head

What appears: - Page 1: Shortened title (left) + page number (right) - All pages: Same format throughout

Setup:

```
SHORTENED TITLE                                                      1
```

Rules: - ☐ Shortened title in header (50 characters max) - ☐ Page number in top right - ☐ 0.5 inch from top of page - ☐ Same on every page

MLA Header

What appears: - Last name + page number (top right) - Same on every page including first page

Setup:

```
                                                        Smith 1
```

Rules: - ☐ Last name + space + page number - ☐ Top right corner - ☐ 0.5 inch from top - ☐ No comma between name and number

In-Text Citation Examples in Context

APA Examples

Author mentioned in sentence: According to Smith (2023), technology has transformed education.

Author in parentheses: Technology has transformed education (Smith, 2023).

With page number: The study found "significant improvements" (Smith, 2023, p. 45).

Two authors: Recent research supports this finding (Smith & Jones, 2023).

Three or more authors: Multiple studies confirm these results (Williams et al., 2023).

MLA Examples

Author mentioned in sentence: According to Smith, technology has transformed education (45).

Author in parentheses: Technology has transformed education (Smith 45).

Direct quote: The study found "significant improvements" (Smith 45).

Two authors: Recent research supports this finding (Smith and Jones 23).

Three or more authors: Multiple studies confirm these results (Williams et al. 67).

Block Quotation Format

APA Block Quote (40+ Words)

Smith (2023) makes a compelling argument:

> This is an example of a block quotation in APA format. Block
> quotes are used for quotations of 40 or more words. The entire
> quote is indented 0.5 inch from the left margin and is double-
> spaced. No quotation marks are used. The citation appears after
> the final punctuation mark. (p. 45)

Regular paragraph text continues here with normal indentation.

MLA Block Quote (4+ Lines)

Smith makes a compelling argument:

> This is an example of a block quotation in MLA format. Block
> quotes are used for prose quotations of four or more lines.
> The entire quote is indented 0.5 inch from the left margin
> and is double-spaced. No quotation marks are used. (45)

Regular paragraph text continues here.

Formatting Checklist

APA Format Checklist

Overall: - ☐ 1-inch margins all sides - ☐ 12-point Times New Roman - ☐ Double-space everything - ☐ Left-aligned text

Title Page: - ☐ Paper title bold and centered - ☐ All required information included - ☐ Running head in header - ☐ Page number in top right

Body: - ☐ Running head on every page - ☐ Paragraphs indented 0.5 inch - ☐ Level 1 headings bold and centered - ☐ Citations include year: (Author, Year)

References: - ☐ "References" centered and bold - ☐ Hanging indent on entries - ☐ Alphabetical order - ☐ Author format: Last, F. M.

MLA Format Checklist

Overall: - ☐ 1-inch margins all sides - ☐ 12-point Times New Roman - ☐ Double-space everything - ☐ Left-aligned text

First Page: - ☐ Heading in top left (name, professor, course, date) - ☐ Title centered - ☐ Header: Last name + page number - ☐ Text begins immediately

Body: - ☐ Header on every page - ☐ Paragraphs indented 0.5 inch - ☐ Citations include page: (Author Page) - ☐ No extra spacing between paragraphs

Works Cited: - ☐ "Works Cited" centered - ☐ Hanging indent on entries - ☐ Alphabetical order - ☐ Author format: Last, First Middle

Common Mistakes

APA Mistakes

☐ No title page
☐ Missing running head
☐ Using full names in references (should be initials)
☐ Forgetting year in citations
☐ Using "and" instead of "&" in parentheses

☐ Always include title page
☐ Running head on every page
☐ Use initials: Smith, J. M.
☐ Include year: (Smith, 2023)
☐ Use &: (Smith & Jones, 2023)

MLA Mistakes

☐ Creating a title page
☐ Wrong date format (11/15/24)
☐ Using initials in Works Cited
☐ Including year in citations
☐ Using & instead of "and"

☐ Use heading on first page
☐ Use Day Month Year: 15 November 2024
☐ Use full names: Smith, John
☐ Just author and page: (Smith 45)
☐ Use "and": Smith and Jones

Quick Setup Guide

Setting Up APA Format in Word

1. **Margins:** Layout → Margins → Normal (1")
2. **Font:** Home → Times New Roman, 12-point
3. **Spacing:** Paragraph → Line Spacing → Double
4. **Header:** Insert → Header → Blank
   - Type running head (left)
   - Insert page number (right)
5. **Title Page:** Center alignment for all elements

Setting Up MLA Format in Word

1. **Margins:** Layout → Margins → Normal (1")
2. **Font:** Home → Times New Roman, 12-point
3. **Spacing:** Paragraph → Line Spacing → Double
4. **Header:** Insert → Header → Blank
   - Right align
   - Type last name, space, page number
5. **First Page:** Left align heading, center title

Sample Full-Page Templates

APA Sample Page

significantly. Smith and Jones (2023) found that "technology integration improved student outcomes by 25%" (p. 45).

Method

Participants

    The study included 200 undergraduate students from a large public university. Participants ranged in age from 18 to 22 years (M = 19.5, SD = 1.2). All participants provided informed consent before participating in the study.

Materials

    The study used a standardized assessment tool developed by Brown (2022). The assessment consisted of 50 multiple-choice questions measuring student comprehension and engagement.

Procedure

    Participants completed the assessment in a controlled laboratory setting. Each session lasted approximately 45 minutes. Data were collected over a 3-week period in October 2024.

MLA Sample Page

                                                        Smith 3

The use of technology in education has increased significantly. Smith and Jones found that "technology integration improved student outcomes by 25%" (45).

Literature Review

    Previous research has explored various aspects of technology integration in educational settings. Brown emphasizes the importance of proper implementation, arguing that "technology alone does not guarantee success" (67). Williams et al. support this position, noting that teacher training is essential for effective technology use in classrooms (89).
    Multiple studies have examined student engagement with educational technology. Recent findings suggest that interactive platforms increase participation (Johnson 112). However, Davis cautions that excessive screen time may have negative effects on attention spans (34).

Use these templates as guides for formatting your papers. Always verify specific requirements with your instructor, as some may have additional preferences.