



APA Writing Style Guide – General Formats and Print Sources

Based on the *Publication Manual of the American Psychological Association, 6th ed., 2010.*

A copy is available in the LTC; copies are also available in the circulating and reference collections of the LRC.

In academic writing, the source of any borrowed idea or information must be acknowledged; presenting other people's ideas without giving them credit is NOT allowed. Unless they are your own thoughts, you MUST give credit to the source from which you retrieved the information! Various disciplines have certain ways of crediting others' ideas. The American Psychological Association (APA) style is most frequently used in the sciences and social sciences. Papers for classes in Science, Psychology, Sociology, Business, Economics, Nursing and Education typically require APA style. It is important to be aware of the styles typically used in the various disciplines and to use the style required by the professor.

General Formatting Rules

Your essay should be typed, **double-spaced** on standard-sized paper (8.5" x 11") with **1" margins on all sides**. You should use **11 or-12 pt. Times New Roman font or a similar font (Arial, Calibri...)**. Do not use a font larger than 12 pt. unless specified by your instructor. Do **not triple space** between paragraphs, tables, or figures. Always double-space throughout the document.

Running Head

Include a **page header (Running Head)** at the top of every page. To create a **page header** and insert page numbers in Word 2013,

- Go to the top of the page and right click the mouse.
- Select Edit Heading.
- Select Page Numbering then Top Left. Make sure the mouse cursor is in front of the page number.
- Type your Running Head such as "Running Head: TITLE OF YOUR PAPER" in the header.
- Tab one time so that the page number is now on the right side of the page.
- Exit the Edit Header.

The Running Head should be in Title format (uppercase first letter of each word) and followed by a colon. The Title of the Running Head should be all UPPERCASE. For example: Running Head: THE LEARNING AND TUTORING LAB HIGHLIGHTS. Now all pages will include the page number and Running Head.

Title Page

Select the title of your paper with care; it should be concise and clearly focused on the main idea of your paper. Titles should be typed in uppercase and lowercase letters (Title format – the first letter of each word in the Title is uppercase) in the center of the page. Center the title between the left and right margins of the page. Beneath the Title, type your name (author), institution, class, Instructor's Name (optional), and date. Each of these elements should be on a separate line and centered below the Title. All elements should be doubled spaced.

General Formatting

In the body of the paper, indent the first line of each paragraph and leave the right margins uneven. The body of the paper should be left margin justified. Arrange the pages of the manuscript as follows:



- Title page
- Text (or Body)
- References (on new page, following text)
- Tables (if included, start on separate page from body)
- Figures (if included, start on separate page from body)
- For Scientific Lab Reports, Tables and Figures are inserted in the Body of the report and not on separate pages.

APA Citations Within the Text (Body of Paper)

Follow the **author-date method of in-text citation**:

Basic Format for In-Text Citations

[Author's last name, (space) Date of Publication]

Author's last name and the year of publication for the source should appear in the text, e.g., (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper. You must cite your source when you use a direct quotation and also when you paraphrase or rewrite information. See examples below:

After the war, the number of paraplegics increased by 22% (Tanner & Drake, 1999).

Tanner and Drake (1999) reported that after war, the number of paraplegics increased by 22%.

(**Note** the use of the ampersand (&) inside the parenthesis in the first example.)

When **directly** quoting from a work, you will need to include the author, year of publication, and the **page number** for the reference.

According to one authority, "Use of home computers is doubling every five years" (Mayes, 1978, p.123).

When creating in-text citations for **works designated as "anonymous,"** use the word "Anonymous" followed by a comma and the date. For works with **no identified author**, use the shortened title from the reference list (*Marrying Young*, 2010). Titles of articles, book chapters, and web pages should be enclosed in quotation marks; use italics for titles of periodicals, books, brochures, or reports.

Classical writings, such as the Bible and the Qur'an, whose sections are consistent across editions, and personal communications, such as interviews, emails, letters, and memos, are cited only within the text. They are not included on the reference list.

For **quotes within a quote**, integrate the name of the original work in the body of the text and use the secondary source in the in-text citation. For example, if Tarketson's *Ruminations on Childhood* is no longer in print but sections are quoted in a source by Brixton, cite as follows:

Tarketson's Ruminations on Childhood (as cited in Brixton, 2009).

In the reference list, include Brixton as the secondary source in which the original quote was read.

When ideas have been drawn from multiple sources, in-text citations will include more than one work. Multiple source citations should be arranged as follows:

- List **two or more works by the same author in order of the date of publication**: (Gould, 1987, 1989).
- Differentiate **works by the same author and with the same publication date** by adding an identifying letter to each date: (Bloom, 1987a, 1987b).



- List **works by different authors in alphabetical order** by last name, and use semicolons to separate the references: (Gould, 1989; Smith, 1983; Tutwiler, 1989).

APA Reference List

Your **reference list** should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper.

Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text. **Your references should begin on a new page separate from the text of the essay. Label the page “References”** using bold-face text, centered at the top of the page (do not underline or use quotation marks). All text should be double-spaced just like the rest of your essay.

- All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin. This is called **hanging indentation**. (see instructions below)
- **Authors' names are inverted** (Last name first, Initial(s).); give the last name and initials for all authors of a particular work unless the work has more than six authors. If the work has more than six authors, list the first six authors and then use et al. after the sixth author's name to indicate the rest of the authors. A comma after the last name and period after initial(s)
- Reference list entries should be **alphabetized** by the last name of the first author of each work.
- If you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
- When referring to a book, article, or Web page, **capitalize only the first letter of the first word of a title and subtitle**, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.
- Capitalize all major words in journal titles. (See examples in tables below)

HANGING INDENTATION IN WORD 2010/2013

- Select the Home Tab toolbar
- Highlight all the references
- In the lower left corner of the Paragraph section, there will be a small black arrow for Paragraph Settings
- Click on the arrow and a pop up window will appear
- Under Indentation and Special, click on the small black arrow and select Hanging.
- All the references will appear single space but with hanging indents.
- Select the references again
- From the paragraph section of the Home tab, select Paragraph and Line spacing then 2.0
- The hanging indentation will remain but now the references are double-spaced.



References

- Burkitt, I. (1991). *Social selves: Theories of the social formation of personality*. London: Sage.
- Baker, F. M., & Lightfoot, O. B. (1993). Psychiatric care of ethnic elders. In A. C. Gaw (Ed.), *Culture, ethnicity, and mental illness* (pp. 517-552). Washington, DC: American Psychiatric Press.
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- August, M., & Elmer-DeWitt, P. (1994, June 6). Gulf War syndrome: Made in the U.S.A.? *Time*, 143, 13.
- Smith, J. D. (Producer), & Smithee, A. F. (Director). (2001). *Really big disaster movie* [Motion picture]. United States: Paramount Pictures.
- Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On *Captain fantastic and the brown dirt cowboy* [CD]. London, England: Big Pig Music Limited.
- Cox, D.R., (2003). Communication of Risk: Health hazards from mobile phones. *Journal of the Royal Statistical Society. Series A (Statistics in Society)*, 166, 241-246, from JSTOR.
- Borowitz, A. (2004, November 15). Pavlov's brother. *New Yorker*, 80(35), 63-66. Retrieved from <http://www.newyorker.com/>
- Parker-Pope, T. (2008, May 6). Psychiatry handbook linked to drug industry. *The New York Times*. Retrieved from <http://www.nytimes.com>

This is an Example of a Reference Page



Helpful Hints:

- Name of periodical, journal, magazine, newspaper, and newsletter should be **italicized**. For example:
Author, A. A., Author, B.B., (year). Title of article. *Title of periodical journal or magazine*, vol, pp-pp.
- Do not type the abbreviation Vol. Only use the number of the volume (e.g. 22. pp. 103-117.)
- For print version of books, use the following format:
Author, A. A., (year). *Title of book*. Location (city of publishing company): Publisher.
- If article, journal, book, or magazine is from a website, use the following:
Author, A. A., (1996). Title of work, book, journal etc... Retrieved from **<http://www.xxxxxxx>**.
- The URL of the website must be exact!
- A comma after the last name of the author, period after the initials then a comma after the last initial; year in parentheses then period after right parenthesis; Title ending in period; comma after volume or issue number; period after pages; colon after publishing company location; and end reference with period.

REFER TO THE APA WRITING STYLE REFERENCE (PRINT SOURCES) TYPES HANDOUT FOR ADDITIONAL INFORMATION ON HOW TO PROPERLY CITE REFERENCES AND LIST WORKS CITED.

If unsure about the elements of a reference, contact your instructor or go to the Learning and Tutoring Center for assistance.