Full Title Gives the Main Idea

of Your Paper in Less Than 12 Words

Author’s Name

Author’s University
Repeat the Full Title of Your Paper on the First Page (Centered) Before Your Introduction

This page demonstrates correct APA style formatting. Indent each paragraph one tab, and make sure that all lines are double-spaced throughout the paper. The margins are to be one-inch all the way around the page: top, bottom, left, and right. There are two spaces after the period at the end of a sentence. Header/Running head includes an abbreviated form of your title and the page number and should be within the one-inch margin at one-half inch. In your text be sure to cite the author’s name, the date of publication, and if possible, the appropriate page number. According to Hoffman and Trich (2004), researchers indicated that this is where you would insert your paraphrased information. Other reports confirm this discovery: “And then this is where you would insert a direct quote from your source within quotations” (O’Day et al., 2005, p. 67). The final sentence of a paragraph would be an original sentence where you would make some critical, thoughtful assessments of your research stated clearly and directly.

First Level Heading

Second Level Heading

This paragraph demonstrates the proper format of headings and subheadings in APA style. The first heading is centered, boldface, with uppercase and lowercase lettering. The second level heading is flush left, boldface, with uppercase and lowercase lettering. Further levels of headings include:

Third level heading. Indented, boldface, lowercase lettering, ending with a period.

Fourth level heading. Indented, boldface, italicized, lowercase, ending with a period.

Fifth level heading. Indented, italicized, lowercase, ending with a period.
CAPITALIZATION, QUOTES, ITALICS/UNDERLINING:

- Capitalize all words in titles that are four letters long or longer (note: in your reference list only the first word of a title will be capitalized)
- When capitalizing titles, capitalize both words in a hyphenated compound word title
- Always capitalize the first word after a dash or colon
- Italicize or underline the titles of longer works such as books, movies, edited collections
- Put quotation marks around titles of shorter works such as journal articles, song titles, or one article in an edited collection of works

INTEGRATING QUOTATIONS: Using quotations from other sources is an important way to support your thesis; however, you cannot just drop a quote into a paper. Remember: You cannot just cut and paste quote after quote. You must set it up, and it must fit your discussion. You should also use indirect quotes/paraphrasing in your writing. Be sure to avoid plagiarism by citing every source you use.

APA IN-TEXT CITATION BASICS:
APA style requires that writers always cite (in-text) the author’s last name of the source of information and the year the source of information was published. The page number, indicating the page where the writer found certain information should also be included in a citation, when available. A citation can be included within a sentence or parenthetically at the end of a sentence. See examples below. An explanation of what to do when there is no author, year, or page number can be found on page 5 of this document.

RECIPE FOR AN IN-TEXT CITATION:
(Firstname, Lastname, year, p. #). OR (“Short Title,” year, p. #). OR (Organization as Author, n.d.).

ONE TO TWO AUTHORS: cite each one every time. [APA Manual p. 174]
According to Smith and Jones (2004), researchers discovered . . .

THREE TO FIVE AUTHORS: cite all the first time; then use 1st author et al. and year. [APA Manual p. 175]
1st time: Smith, Jones, Johnson, and Miller (2001) reported . . .
then: Smith et al. (2001) explained . . .

SIX OR MORE AUTHORS: always cite first author, et al. [APA Manual p. 177]
Smith et al. (2005) specified that . . . or . . . (Smith et al., 2005).

Note: An ampersand (&) is used within parentheses and the word “and” is used within a sentence.
A. Direct Quote

I. Short Quote (fewer than forty words; period after parentheses)


2. Employers often discriminate against women. "When men discriminate against women, they have a problem" (Adams, 2004, p. 351).

II. Long Quote (more than forty words; called Block Quote) [example w/2 authors]
[indent quote 1 tab; no quotation marks; period before parentheses]

1. Employers often discriminate against women. Adams and Johnson (2003) found the following information:

   When men discriminate against women, they run into a problem. To discriminate against women is to discriminate against your own wife and to lower your own family income. To prevent women from working is to force men to work more. (p. 351)

2. Employers often discriminate against women:

   When men discriminate against women, they run into a problem. To discriminate against women is to discriminate against your own wife and to lower your own family income. To prevent women from working is to force men to work more. (Adams & Johnson, 2003, p. 351)

B. Indirect Quote/Paraphrase (A summary of an idea in your own words that you still have to cite): If you are paraphrasing, you must cite the author and year of publication in your in-text citation, but APA guidelines encourage you to also provide the page number (although it is not required). Paraphrasing involves changing the sentence structure and vocabulary and/or combining multiple ideas or points into one new sentence.


2. Employers often discriminate against women. Yet men hurt only themselves when they discriminate against women (Adams, 2004). OR Yet men hurt only themselves when they discriminate against women (Adams, 2004, p. 350).
APA REFERENCE PAGE FORMATTING BASICS:
The reference list provides the information necessary for a reader to identify and retrieve each scholarly source used in your essay/research paper. References are listed on a separate page with the word “References” centered at the top of the page. List references in alphabetical order by author’s last names and if the source of information requires more than one line, subsequent lines are indented one tab (hanging indent). The reference page is double-spaced. The header continues on the reference page.

HOW TO CREATE AN APA STYLE REFERENCE:
The format and information included in the reference will vary to some degree depending on the source. APA references typically include the author’s last name and first initials, date of publication, title of work, and publication information. It is important to look for these elements (as well as editors, volume/issue numbers, page numbers, website urls, DOIs, etc.) when searching for sources of information for an essay. The more information that is included in the reference, the better, and the easier it should be for a reader to find the original source. Sometimes, a source will not have one or more of the elements above. In these cases, there is a basic formula to follow:

1. **If no author**, look to see if there is an organization as the author. For example, The American Psychological Association (APA) is the “author” of the *Publication Manual of the American Psychological Association*.

2. **If there is no author or organization as author**, use an abbreviated version of the title in the in-text citation and as the first element of the reference. Ignore such words as “a,” “an,” and “the” and put the abbreviated title in “quotation marks” within the citation for a short work (i.e. article, chapter, webpage) or *italics* for a long work (i.e. book). Examples: (“Nursing Surveys,” 2001) or the book *College Guide* (2010) explains…

3. **If there is no date of publication**, use (n.d.), instead of the year, to signal “no date.”

4. **If there are no page numbers** (as is often the case on web-based documents) look for numbered paragraphs. If there are already numbered paragraphs, cite these with (para. #) instead of (p. #). If the source is not numbered at all, do not list numbers in the citation or reference.

5. **Electronic source references** should include a Digital Object Identifier (DOI) or website/URL whenever possible. A DOI may be part of the citation or abstract of a record, it may be found on the first page of an article (especially in pdf format), or you may use [http://www.crossref.org/guestquery/](http://www.crossref.org/guestquery/) to look up DOIs.

6. Retrieval dates should not be used unless the source of information is likely to change (i.e. wiki).
RECIPES FOR A REFERENCE:
Author’sLastName, A. B. (year). Title of work. Location: Publisher.
Author’sLastName, A., & SecondAuthor, B. (year). Title of article. Title of Journal, Vol#(Issue#), #-#.
Organization as Author. Title of work. (year). Retrieved from http://www.fullurlorwebsite.org

CITING AND REFERENCING AN INDIRECT SOURCE:
At times, there may be a need to cite and reference a secondary/indirect source (though this should be avoided when possible) when an original source is unavailable. If using an idea, quote, or source of information that was cited in another source (the secondary source), name the original source within your text to give credit to the original author, but only cite and reference the source that you actually read. Use the words “as cited in” before the author and date of publication. For example, if you read a line from a Shakespeare play in a textbook written by another author it would be cited this way: William Shakespeare wrote in his play A Midsummer Night’s Dream, “We do not come as minding to content you, Our true intent is. All for your delight we are not here” (as cited in Truss, 2003). The reference would then begin with Truss (2003), not Shakespeare.

EXAMPLE REFERENCES AND PARENTHETICAL CITATIONS:
[Journal Article – from a printed journal]

[Journal Article from a Database]

[Journal Article from a printed journal – retrieved online]

[Online Journal Article with DOI]

[Online Journal Article – when DOI is not available]
EXAMPLE REFERENCES AND PARENTHEtical CITATIONS:

[Online Newspaper Article] [APA Manual p. 200]

[Book] [APA Manual p. 202]


[Print Book, more than three authors, more than one edition]

[Reference book] [APA Manual p. 204]

[Electronic Reference book, no date]

[Movie]

[Website, no author, no year]

[Website article, organization as author]

[Sacred or classical text]
No reference is used for works such as the Bible or Qur’an. Cite in-text with the title, the version or edition, and the relevant part (chapter, verse, line). Do not list sacred texts in the references.
Example: The Bible explains…,”quote, quote, quote” (Isaiah 2:4, Revised Standard Version).

[Personal communication/interview]
No reference. Cite in-text with interviewee’s first initial, last name, and date. Do not list in references.
References


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**Information for this handout has been adapted from the following source:**


PLEASE ALWAYS REFER TO THIS MANUAL WHEN WRITING IN APA STYLE.

**Online sources of APA writing style information and tutorials:**

http://apastyle.org

http://owl.english.purdue.edu/owl/resource/560/01/

http://pages.mail.bfwpub.com/apamlaupdate/