APA Style Quick Reference

6th edition

Formatting an APA Paper

See pp. 21-59 in the APA Style Manual

Elements:

- **Title Page**: The title, author, and other required information should be centered about 1/3 of the way down on the page. Formal APA manuscripts include a *running head* or abbreviated title in all uppercase letters, placed in the top left corner of the page followed by the page number in the top right hand corner. This information appears on all pages. Page number 1 will be on the title page. The words *running head* will be included on the title page only.

- **Abstract**: On a new page, with the word “Abstract” typed in uppercase and lower case letters, centered, at the top of the page and as a single paragraph between 150-250 words.

- **Body**: The text of the paper. Double space between lines of the manuscript, leave margins of at least one inch at the top, left, and right of every page. Number all pages, place the number at least one inch from the right hand edge of the page.

- **Headings**: APA style employs a series of headings and subheadings. Level 1 headings are centered, boldface, upper and lower case letters. Level 2 headings are flush left, boldface, uppercase and lowercase letters.

- **References**: On a new page, with the word “References” centered at the top of the page, with hanging indent format.

- **Appendices**
- **Tables**
- **Figures**

Sample Paper (Please note that Microsoft Office products offer a template for APA):
In Text Citations: The Basics

See pp. 174-179 in the APA Style Manual

- The author and publication year of a source must be cited in the text of your paper. One or both of these elements may be in parentheses, depending on the situation.
- In all cases, whenever you cite something in-text, you must include the full citation in the reference list at the end of the paper.
- Whenever multiple elements are in the parentheses, separate them with commas. Any punctuation that the sentence requires goes outside the parentheses. Here are some examples of correct in-text citations for paraphrasing:
  - Kessler (2003) found that among epidemiological samples...
  - Early onset results in a more persistent severe course (Kessler, 2003).
  - In 2003, Kessler’s study of epidemiological samples showed that...
- If you cite a specific part of a source, with or without direct quotations, the citation requires the page number, with *p.* or *pp.* before the number. Examples:
  - Rogers (1961) has identified genuineness and transparency as two important elements of a helping relationship (p. 37).
  - Through brain scans of live chimpanzees, researchers have found that, as with humans, “the language controlling…” (Begley, 1998, p. 57).
- APA has specific rules about citing one, two, three or more authors in the text. Examples:
  - One author: (Butzer, 2013).
  - Two authors: (Nell & Ruggles, 2014).
  - Three to five authors: (Abdallatif, Emam, Suh, Hemaly, & Odah, 2010).
    - Subsequently: (Abdallatif et al., 2010)
  - Six or more authors: (Hammerschmidt et al., 2015).
- When possible, find an original source. If you must cite a source within another source, follow these guidelines:
  - Turing noted that children who experience abuse... (as cited in Helms & Durant, 2014).
- If you use a direct quotation, and the material is online or otherwise without pagination, first use the author and date format as you would with regular written sources. Then, use the paragraph number, if available, with the abbreviation *para.*
References

See pp. 193-224 in the APA Style Manual

- The heading (centered, no italics/bold/underline) on the page of sources should be *References.*
- Double space the entire list, both between and within entries (this will not be done on this handout).
- All lines after the first line of each reference entry should be indented one-half inch from the left margin; a hanging indentation.
- Arrange entries alphabetically by the last name of the first author of each work. If no author is given, start with the first significant word in the title. Authors are listed last name first, then first initial.
- In dates, include as much of the date as is provided – (year, month day) if possible, or (year, month), or (year).
- In titles of articles and books (but not journal titles), capitalize only the first word of the title, the first word of the subtitle, and proper names.
- Each entry starts at the left margin. If there is more than one line, each subsequent line should be indented one half inch (“hanging indent” in the Paragraph menu of Microsoft Word).
- You should include Digital Object Identifier (DOI) information, when provided, in the standard citation format for all electronic documents- articles, books, or websites.
  - A DOI is a unique alphanumeric string assigned to each article available electronically to identify its content and provide a persistent link to its location online, since URLs can change.
  - Use the DOI in whichever format it is provided with the articles. *Examples:*
    - doi:10.1108/03090560710821161 or [http://dx.doi.org/10.1016/j.appdev/2012.05.005](http://dx.doi.org/10.1016/j.appdev/2012.05.005)
- If you are citing multiple works by the same author, list them chronologically (earliest to most recent).
- When referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of the title and subtitle, the first word after a colon or a dash in the title, and proper nouns.

Authors

The following rules for handing works from single authors or multiples authors apply to all APA style references.

- One author: Berndt, T. J.
- Two authors: Wegner, D. T., & Petty, R. E.
- Three to seven authors: Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S.
- More than seven authors: Miller, F., Choi, M., Angeli, L., Harland, A., Stamos, J., Thomas, S., ... Rubin, L.
- Corporate author: American Medical Association
Citing Books

See pp. 202-205 in the APA Style Manual

Basic Format for an Entire Print Book Citation
Author, A. A. (date). *Title of work*. Location: Publisher.


Editor, A. A. (Ed.). (date). *Title of work*. Location: Publisher.

*Example*: Entire Print Book

*Example*: Entire eBook

*Example*: Chapter of a Print Book

*Example*: Chapter of a eBook

*Example*: Encyclopedia Entry, Print

*Example*: Encyclopedia Entry, Electronic

*Example*: Government Document, Print

*Example*: Government Document, Electronic
Citing Periodicals

See pp. 187-192 in the APA Style Manual

Basic Format for an Article Citation

Example: Print Article

Example: Electronic Article with DOI, 1-2 Authors.

Example: Electronic Article with DOI, 3-7 Authors.

Example: Electronic Article with DOI, More than 7 Authors.
*Include the first 6 authors, an ellipses, and the last listed author

Example: Electronic Article with no Available DOI
*Include the URL of the journal homepage, not the article itself

Example: Online Magazine Article

Example: Online Newspaper Article

*Include a DOI if one is present. If there is no DOI, include the homepage for the journal—even if you found the article in a database.
Other Common Sources

See pp. 187-192 in the APA Style Manual

Basic Format for a Non-Periodical Web Document.

Example: Blog Post

Example: Page on a Website.

Example: PDF File

Example: Social Media Site
Purdue University Writing Lab [Facebook page]. (n.d.). Retrieved from https://www.facebook.com/PurdueUniversityWritingLab/

Example: Online Video or Audio File

Example: Personal Communications
*Personal communications may be private letters, memos, some electronic communications, personal interviews, telephone conversations and the like. Because they do not provide recoverable data, personal communications are not included in the reference list. Use in text citations only.

T.K. Lutes (personal communication, April 18, 2001)
(V.-G. Nguyen, personal communication, September 28, 1998)

Example: Music Recording

Example: Streaming Media from a Subscription Source

*Modified with permission from Max Chambers Library at the University of Central Oklahoma*