



WHAT IS APA STYLE?

APA stands for the American Psychological Association. It endorses a documentation style for citing from outside sources. In-text citations are used to alert reader to material found in outside sources. A reference page at the end shows the sources listed in alphabetical order. Every source mentioned in the paper should have a listing on the Reference page. Sources not used in the paper should not be listed.

General Directions

- Use 8 ½ x 11 inch white paper.
- Double space throughout the paper.
- Use one-inch margins

What are in-text citations?

When material is taken from an outside source, the author must be given credit for the information. In APA style, a writer can either incorporate the author’s name and the date of publication into the sentence or put it at the end in parentheses.

- Place quotation marks around any phrases that are directly copied (i.e. “word for word”) from the source.
- Put the period after the parentheses.
- Use p. for one page and pp. for more than one.

Examples: Smith (2007) observes that (p.50).
 The research of Doe (2006) suggests that (p. 258).
 Studies have shown..... (Smith, 2007, p. 50).

Running head

- The Running head will appear at the top of every page in the HEADER space.
- Include a shortened version of the title and a page number.
- Build the running head on the title page, and it will appear on all of the other pages.
- The running head can appear in two ways. Check with your professor for the course instructions.

Option 1:

- Type the shortened title in ALL CAPS, aligned left.
- Insert the page number, aligned right.
- Example:

TITLE 1

Option 2:

- Align the shortened title to the right.
- After the title, tab once and add the page number.
- Example:

Title 1

Order of Paper

1. Title Page:

Center the following information* vertically and horizontally on the title page:

Title

Name

Name of Institution

*The sample title page in *Simon & Schuster Handbook for Writers* (p. 690) suggests you include title, name, course, instructor, and date on the title page. Check with your professor for specific requirements for the title page.

2. Abstract:

Center the word, "Abstract," but do not underline it or put it in quotation marks. Do not indent the first line of the abstract (unless your professor requires it). Type a brief but comprehensive summary of the paper. It should accurately reflect the information in the paper, and it should be objective and exact. The abstract should not be more than 120 words. (Check with your professor for required length of the abstract.)

3. Body of the paper:

Begin the body with the full title of the paper centered at the top of the page. Then, indent the first paragraph and subsequent paragraphs. If there are internal headings, italicize them and do not center or indent them unless required by your professor. Whenever there is information in the paper that came from an outside source, it needs to be cited. Use in-text citations.

4. Reference page:

Center the word "References" at the top of the page (after the Running head: TITLE-and-page-number line). Do NOT indent the first line of each entry, BUT indent every line that follows the first for each entry to make the "hanging indent format."

Since examples often vary, it is necessary to check with your professor to understand the requirements for your paper.