

APA Guidelines:

The Most Common Sources and Their Citation Formats for Academic Writers

All papers in APA style must be set up following specific formatting rules:

- Unless otherwise specified, font is size 12, Times New Roman, double spaced
- 1" margins on all sides
- The *titles* of large works are italicized: books, journal or newspaper titles
- The "titles" of small works are put in quotation marks: chapters, articles, poems
- Set spacing before and after paragraphs to 0 (highlight > right click > paragraph)
- Always have a title but never change its formatting
- Works Cited entries should have hanging indents

Title Page: Unless otherwise specified, APA formatting calls for a specially formatted title page

- 1st page header: "Running head: TITLE OF YOUR PAPER"
Thereafter: "TITLE OF YOUR PAPER"
- Page number in Arabic numerals on top right of page starting with title page
- Full title, authors name, and school affiliation centered on the page
- Authors note at bottom of page with additional information: class number and instructor
- You may also be required to include an abstract on the second page

Works Cited Entries Quick Reference Guide:

Make sure to follow all punctuation carefully

For sources with multiple authors:

- For 2 to 7 authors, list them last name and first initial, with an ampersand (&) before the last
Doe, J., Smith, M., & Todd, K. (2001) ...
- For 8 or more authors, list the first 6 authors as normal followed by an ellipse (...) followed by the
final author
Doe, J., Smith, M., Todd, K., Shea, S., Kelly, T., Thompson, H.,... Jordan, M. (1986) ...



Book:

Last name, First initial. (Year of publication). *Book Title*. Place of publication: Publisher.

Doe, J. (2000). *I Didn't Write a Book*. Groton, CT: Avery Point Academic Press.

Book Chapter:

Last name, First initial of section author. (year of publication). Title of selection. In collection or anthology editor(s) last name, first initial (Eds.). *Title of collection* (pp. page range). Place of publication: publisher.

Doe, J. (2000). I Didn't Write a Chapter. In Smith, M.A. (Ed.), *Anthology of Good Examples* (pp. 15-18). Groton, CT: Avery Point Academic Press.

Journal Article:

Last Name, First initial. (year of publication). Article Title. *Journal title*, volume(issue), page range. (if electronic:) Url or doi:####.

Doe, J. (2000). I didn't write a journal article either. *Journal of Really Good Examples*, 12(5), 8-12.
Doi:####.

Newspaper or other Article from an online database:

Last name, First Initial. (Year, Month Day). Title of article. *Source Title*, Volume(issue), page range.
URL or doi:####.

Doe, John. (2007, May 8). Insert article name here. *Journal of Good Examples*, 12(2), 42-45.
doi:10.1016/j.examples.2010.12.2002.

Website Article:

Last name, First Initial. (Year, Month Day of posting). Title of article. *Source Title*. Retrieved from [url]

Doe, John. Whole Website's aren't great sources, so only use articles form websites. *Good Examples*.
Retrieved from www.goodexamples.edu/howtociteasource.

