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 ellipses (…) followed by the
  final author
**Book:**
Last name, First initial. (Year of publication). *Book Title*. Place of publication: Publisher.


**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.


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

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:####.


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