APA Style Basics

General Rules

- **Formatting:** The preferred APA font is a serif typeface such as Times New Roman with 12-point size. **Double-space** between all lines of text, including the reference list. Have uniform margins of 1 inch (2.54 cm) on all sides. Include a **Running Head and page numbers** on every page. Visit OWL at Purdue for a **sample APA formatted paper**.

- **Hanging indents** should be used for the reference list entries. This means that all lines after the first line of each entry should be indented one half inch from the left margin (in Word 2007 use Paragraph>Special>Hanging).

- Arrange reference list entries in **alphabetical order** by the surname of the first author or by title if there is no author. Use only the initial(s) of the author’s given name, not the full name.

- If the reference list includes **two or more entries by the same author(s)**, list them in chronological order (oldest first). For **multiple entries with the same publication year**, add a lower case letter (a, b, etc.) after the year, within the parentheses. Eg: Smith, R. (2006a); Smith, R. (2006b)

- **Capitalize** only the first letter of the first word in the article or book title. Proper nouns are also capitalized as well as the word following a colon (subtitle). Journal titles should have every major word capitalized.

- **Italicize** journal titles, volume numbers and the comma following the journal title. Do not italicize issue numbers (i.e., the number which appears in parentheses after the volume number).

- References cited in the text must appear in the reference list and vice versa. The only exceptions to this rule are personal communications, which are cited in the text only and are not included in the reference list.

- If there is **no publication date** use the abbreviation n.d. instead.

Citations in Text

1. When using a direct quotation, include the page number of the quote.
   ✓ Stereotypes have been defined as “generalized and usually value-laden impressions that one’s social group uses in characterizing members of another group” (Lindgren, 2001, p. 1617).

2. When paraphrasing an idea, the citation will include author(s) and date.
   Author’s name given in the body of your paper:
   ✓ Lindgren (2001) reported...

   Author’s name not given in the body of your paper:
   ✓ A study of the comparison process (Lindgren, 2001).

3. For electronic sources without page numbers, use the abbreviation para. to indicate paragraph number:
   ✓ (Myers, 2000, para. 5)

4. Order two or more works within the same parentheses as they would appear in the reference list.
   ✓ Past research (Heschl, 2001, 2005; Noonan & Johnson, 2002a, 2002b; Wolchuk et al., 2000) has shown...
Books: General Format
Author Lastname, Author initials. (Publication Year). Title of book: Capitalize first word in title and subtitle. Place of publication: Publisher name.

Book with 1-7 Authors

Book with 8 or more Authors
After the sixth author's name, use a comma and then ellipses (...) in place of the following authors’ names. Then provide the final author name:

Corporate Author
- First Citation in-text: (American Psychological Association [APA], 2010).
- Subsequent Citations: (APA, 2010).

Chapter or Section in an Edited Book

Note: If all chapter authors are the same as the editors, cite the entire book, not the chapter.

Articles: General Format

Online Journal Article with a DOI

Online Journal Article without a DOI
Note: If there is no DOI, write “Retrieved from:“ followed by the URL for the journal homepage. Do not include proxy links or copy and paste the URL you used to access the article.

**Newspaper or Magazine Article from a Database**

**Websites: General Format**

**Web Page: Corporate Author**

**Non-Periodical Web Document: Personal Author**

**More Information**
This quick reference guide is not intended to cover all source types and citation rules.

For more information, consult:

[OWL at Purdue: APA Formatting and Style Guide](http://owl.english.purdue.edu/owl/)


- Available at the bookstore and the library.