

The Writing Center @ JSCC

APA Format

APA format isn't fun for anyone to decipher, but we've narrowed the manual down to the most common information for you. Remember, always refer to the APA Manual itself for details that aren't covered in this handout.

Basic Elements of an APA-style Paper

Formatting - Your APA essay must include the following pieces:

- Margins - 1" on all sides
- Double space throughout, including quotations, notes and lists in references page
- Title page - include header, running head, title, your name, and your institution's name (see p. 641 of handbook)
- Headings for each section and subsection
- Header - include brief title and page number right justified in the header on each page
- References (list of works used) and/or Bibliography (list of works looked at) (See p. 2 for information.)

Numbers

- Spell out numbers 9 and below that do not represent precise measurements - two; nine vs. 2 inches; 9 amperes
- Use numerals for numbers 10 and over and for fractions - 22; 2½ ; 350; 12,543
- Be consistent in number use - Were 4 of the 127 in attendance?; He sold 3 shoes, 75 slacks, and 123 aprons
- Spell out any number that starts a sentence - Three hundred forty-two students took the exam.

Names

- Never use an author's first name in the text of your paper.
- Use only initials for an author's first or middle names on References Page.

Headings

APA uses headings to transition from section to section. Headings adhere to the following format:

- First-level headings are centered on the page with no special formatting
- Second-level headings are left-justified and italicized
- Third-level headings are tabbed ½ inch from left margin and italicized
- Fourth-level headings are left-justified and underlined

Appendices & Tables/Figures

Appendices must be

- at the end of the document
- labeled with letters A-Z
- explicitly referred to within the text of your document
- documented if taken from a source

Tables and figures must be

- in the document where applicable
- not breaking up a paragraph – must be before or after a paragraph
- all on one page (cannot be split between two pages)
- labeled with numbers
- explicitly referred to within the text of your document (not just “plunked in” to take up space)
- documented if taken from a source

Titles in text

- Italicize* titles of independently published works

(Check the cover of the work – if the title is on the cover, it is independently published = underlined or italicized.)

- Quotation Marks– for titles of works published **within** larger works

- Capitalization – in text, capitalize every word that is **four letters or longer**:

~ In his book The Research Paper: Process, Form, and Content, Roth (1982) explains citation.

Titles on references page

- Capitalize only the first letter of titles and the first letter after final punctuation, (like :, !, ?, or .) and proper nouns in books or article titles:

~ Roth, A. J. (1982). The research paper: Process, form, and content. (4th ed.). Belmont, CA: Wadsworth.

~ Fortier, M. (2002). Shakespeare: Text & theater. Renaissance Quarterly, 55(3), 138-49.

- Capitalize the first letter of every word in titles of journals, magazines, or newspapers:

~ Fortier, M. (2002). Shakespeare: Text & theater. Renaissance Quarterly, 55(3), 138-49.

- Do **not** use quotation marks for titles on the references page. (See p. 3 for sample)

In-text quotations and references

I. Author not introduced in sentence – Cite his/her name in your ending parenthetical reference

A. In-text parenthetical citation of paraphrased, summarized, or referenced material

1. Print sources: Author’s last name and year, separated by comma -- (Smith, 2004)
2. Source with no author listed: Substitute a shortened form of the title for the author – (Report, 2005)
3. Online sources: (same as print sources) Author’s last name and year -- (Smith, 2004)

B. In-text parenthetical citation of directly quoted material (provide page number in addition to name and year)

1. Print sources: Author’s last name, year, and page number -- (Smith, 2004, p. 34)
 - a) Quote that spans more than one page – use pp. instead of p. for page number (Smith, 2004, pp. 98-100)
 - b) Source with no author listed: Substitute a shortened form of the title for the author – (Report, 2005, p. 57)

2. Online sources with para. numbered in original: Author's last name, year, and para# -- (Smith, 2004, ¶11)*

* Insert the ¶ symbol by clicking on "Insert," then on "Symbol," and finding/selecting ¶ from the list.

3. Online sources without paragraphs numbered in original: Author's last name, year, and most useful heading: (Jones, 2005, "Introduction") – if no heading is available, omit the page/paragraph/heading altogether.
- II. Author introduced in sentence – Introduce the year of publication immediately after you mention the author's name.
 - A. In-text parenthetical citation of paraphrased, summarized, or referenced material
 1. No ending parenthetical citation is required:
 - a) According to Dewey (2004), correct citation is more important than students realize.
 - b) According to Dewey's (2004) study, correct citation is more important than students realize.
 - B. In-text parenthetical citation of directly quoted material
 1. Only page or paragraph number in ending parenthetical citation:
 - a) According to Nance (2005), the best way to earn a good grade is "to study over the weekend" (p. 34).
 - b) In Nance's (2005) study, participants earned better grades studying "over the weekend" (p. 34).
 - Use long-quote format for direct quotations of more than 40 words – Use no quotation marks at beginning or end, but start a new line, and use top and hanging indent markers to indent the whole block of text five spaces from the left margin. (See p. 292 in handbook.)
 - III. Indirect source (using a quote that appeared in a source you are using – in other words, not the original quote, but a quote of a quote)
 - a) For a source mentioned in your text, use the term as cited in – According to Dewey, "..." (as cited in Smith, 2005, p. 318).
 - b) For a source not mentioned in your text, use original source's name and as cited in – "..." (Dewey as cited in Smith, 2005, p. 318).
 - IV. Using more than one source in one sentence -- Simply, it's alright to do so. Just cite each as close to the material referenced as possible:
 - According to Nance (2005), students do better if they study "over the weekend" (p. 34), and Dewey (2004) stresses correct citation.

Sample References Page Entries

Basics on formatting a reference page are listed here:

1. All entries should be listed alphabetically by author.
2. Use HANGING INDENT (lower arrow in top margin ruler) to indent every line beyond the first in each entry.
3. See list of Abbreviations on p. 216-18 in APA Manual, 5th ed. for abbreviations.

We underlined to make reading this sheet easier.

Wherever you see underlining in this document, you should replace it with italics.

Book with one author

Roth, A. J. (1982). The research paper: Process, form, and content. Belmont, CA: Wadsworth.

Book in a subsequent edition

Roth, A. J. (1995). The research paper: Process, form, and content. (4th ed.). Belmont, CA: Wadsworth.

Book with multiple authors

Butterworth, R. & Flodin, M. (1989). Signing made easy. New York: Berkeley.

Book with anonymous/no author

The Holy Bible: New international version. (1984). Grand Rapids: Zondervan.

Work in an anthology/Chapter in edited book

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), Varieties of memory and consciousness (pp. 309-330). Hillsdale, NJ: Erlbaum.

Previously published work in an anthology

Douglass, F. (2000). Narrative of the life of Frederick Douglass, an American slave, written by himself. In W. L. Andrews & H. L. Gates, Jr. (Eds.), Slave narratives (pp. 267-368). New York: Library of America Press. (Original work published 1845)

Article retrieved through library database (EBSCO, ArticleFirst)

Tolson, N. (1998). Making books available: The role of early libraries, librarians, and booksellers in the promotion of African American children's literature. African American Review, 32, 9-16. Retrieved October 1, 2002, from ESBCO database.

Article in a journal that numbers issues (each issue starts with page number 1)

Fortier, M. (2002). Shakespeare: Text & theater. Renaissance Quarterly, 55(3), 138-149.

Article with 3-6 authors (no issue number)

Saywitz, K. J., Mannarino, A. P., Berliner, L., & Cohen, J. A. (2000). Treatment for sexually abused children and adolescents. American Psychologist, 55, 1040-1049.

Article in a newspaper

Hamill, S. D. (2002, December 17). Ailing schools get earlier rescue; State takeover in Round Lake served as lesson. Chicago Tribune, p. A1.

Anonymous Article

It barks! It kicks! It scores! (July 2001). Newsweek, 30, p. 12.

Portion of newspaper, like letter to editor*

* See p. 257, Section 4.16 of handbook.

Berkowitz, A. D. (2000, November 24). How to tackle the problem of student drinking [Letter to the editor]. The Chronicle of Higher Education, p. B20.

Government publication*

*There are many formats for gov't pub's. Check handbook, Section 4.16 to check for the right one.

National Institute of Mental Health. (1990). Clinical training in serious mental illness (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

Film*

* Use similar format for television programs. See p. 267, Section 4.16 in handbook.

Capra, F. (Director/Producer). (1946). It's a wonderful life [Motion picture]. United States: Liberty Films.

Personal interview

Personal interviews do not appear on reference page, since they are not permanent sources. Cite in-text only:

(First & Middle (if provided) initials, Last name, personal interview, date (J. B. Smith, personal interview, August 18, 2005)

Online article or website, no date or author listed

GVU's 8th WWW user survey GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from http://www.cc.gatech.edu/gvu/user_surveys/survey-1997-10/

Website for academic department/hosted website

Cavanaugh, S. (1998). Emory women writers resource project. Retrieved December 18, 2002, from Emory University Web site: <http://chaucer.library.emory.edu/wwrp/index/html>

Personal Website

Hourihan, M. (2005, March 2). Megnut. Retrieved March 3, 2005, from <http://www.megnut.com>

Conference presentation, unpublished

Lanktree, C., & Briere, J. (1991, January). Early data on the Trauma Symptom Checklist for Children (TSC-C). Paper presented at the meeting of the American Professional Society on the Abuse of Children, San Diego, CA.