

# APA Style



The American Psychological Association (APA) regulates how academic papers are formatted in many disciplines, including social sciences, business, engineering, and education. When you learn and use APA style well, you demonstrate credibility to other scholars and direct those scholars to your sources.

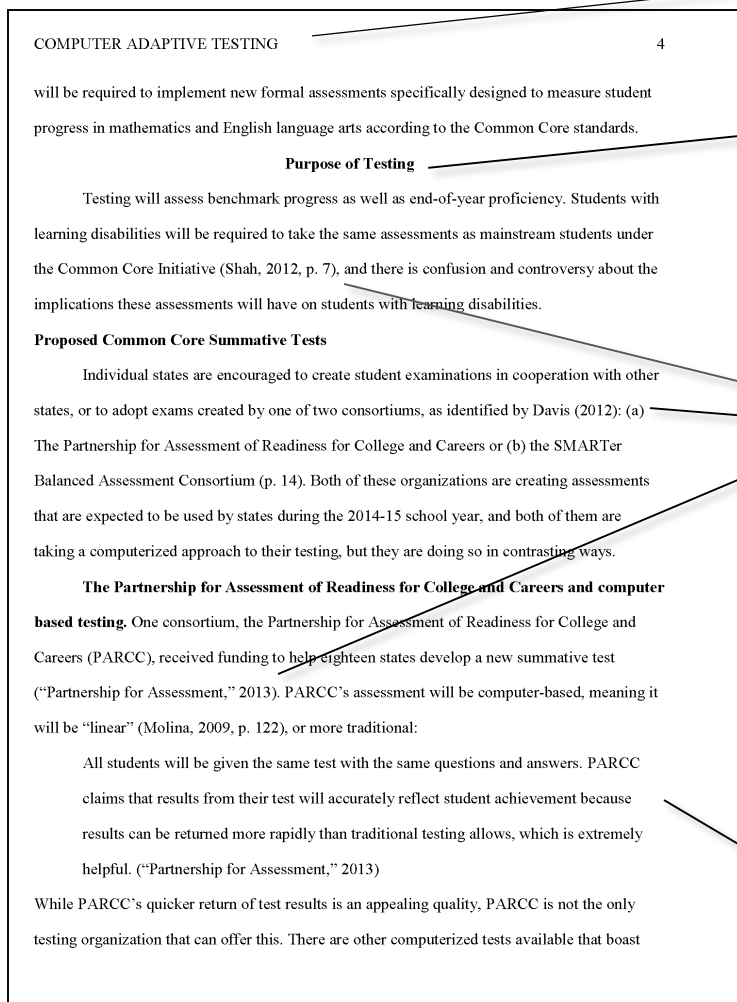
The following guidelines are based on the *Publication Manual of the American Psychological Association, Sixth Edition*. For each topic, the corresponding section in the handbook is listed in parentheses.

## General Format (*APA Manual* section 8.03)

**Font (8.03):** Clear, standard size (Times New Roman, 12 pt. font is preferred)

**Line Spacing (8.03):** Double-spaced, no extra spaces between headings or body paragraphs

**Margins (8.03):** 1-inch margins on all sides



**Running head (8.03):** Type the title of your paper in all caps, left-aligned. Insert the page number in the top right corner.

**Headings (3.02-3.03):** APA uses five levels of heading. Level one is bolded and centered; level two is bolded and flush left; level three is bolded and indented, with sentence punctuation and capitalization. For levels four and five, consult the *APA Manual* section 3.03.

**In-Text Citations (6.03, 6.11-6.21):** Provide the author's last name and the date the work was published. Also include a page number if using a direct quote.

Alternatively, you can use the author's name and date in the text and include only the page number (if needed) in parentheses. Remember the period follows the ending parenthesis.

**Example:** *Students will be required to take the same assessments (Shah, 2012).*

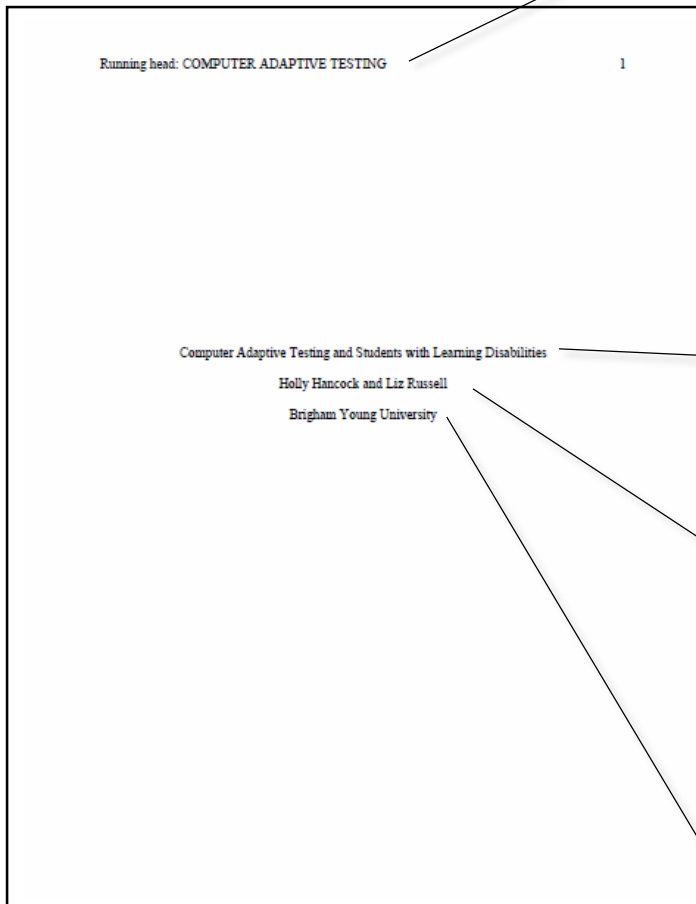
or

*Davis (2012) identified this issue "reoccurring adaption" (p. 14).*

**Block Quotes (6.03):** Quotes longer than forty words use block quote format: indent the block quote an additional ½ inch from the left margin and main body text, double-space, omit quotation marks, and place the citation after the period.

## Title Page (APA Manual sections 2.01–2.03, 8.03)

Your title page identifies you and announces the topic of the paper and your affiliations.



**Running Head (8.03):** Type “Running head:” then put the title (or a shortened version—your header should not exceed 50 characters including spaces and punctuation) in all caps flush left. The page number should be flush right. Note: only the cover page will have the words “Running head:” and each subsequent page will only have the heading in all caps. On Microsoft Word, when you are in the header, select “Different First Page” in order to change the heading of subsequent pages.

**Title (2.01):** Center the title between the margins and place it in the upper half of the title page. (Note: You will also include your title on the first page of your main paper or body text.)

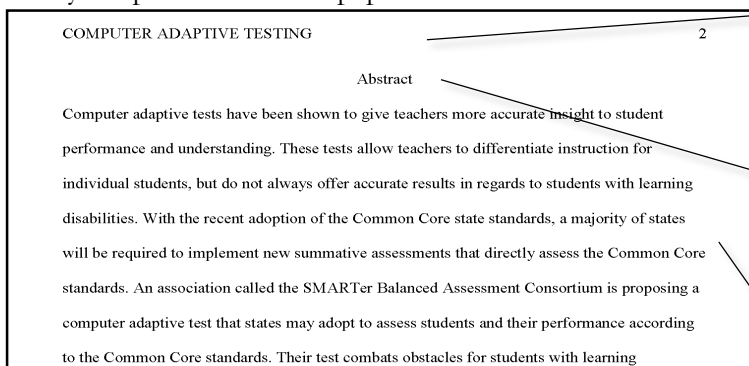
**Author’s Name (2.02):** Place your name beneath the full title. Including your middle initial is preferred.

**Example:** (one author) *Holly Hancock*  
(two authors) *Holly Hancock and Liz Russell*  
(three or more authors with the same affiliation) *Holly Hancock, Liz Russell, and Susan Fuentes*

**Institutional Affiliation (2.02):** Give the full name of your institutional affiliation.

## Abstract (APA Manual section 2.04)

The purpose of an abstract is to summarize your paper. Generally, an abstract is between 150 and 250 words and is on its own page following the title page. Your abstract should summarize your major points in the same order they are presented in the paper.



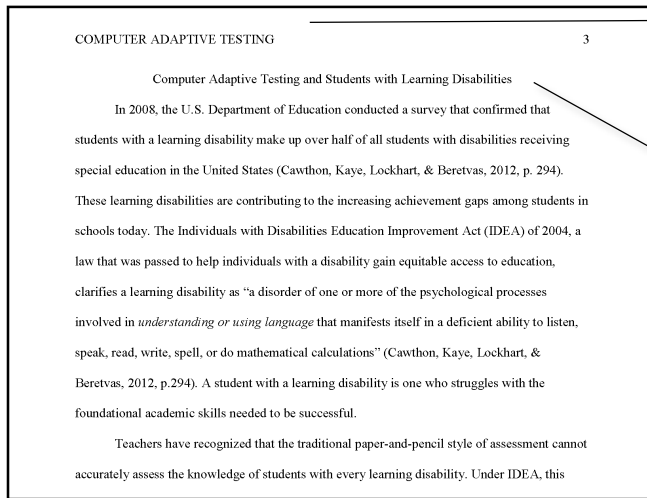
**Header (2.04):** Continue the running header and the pagination. Note: after the cover page, the abbreviated running head should be in all caps and not have the words “Running head:” preceding it.

**Title (2.04):** Title the page “Abstract” (centered, same formatting as your body text).

**Body (2.04):** Begin typing on the next line without indenting. Do not split the abstract into more than one paragraph.

## The First Page of the Paper (APA Manual sections 2.05, 8.03)

The body of your paper will follow the title page and abstract.

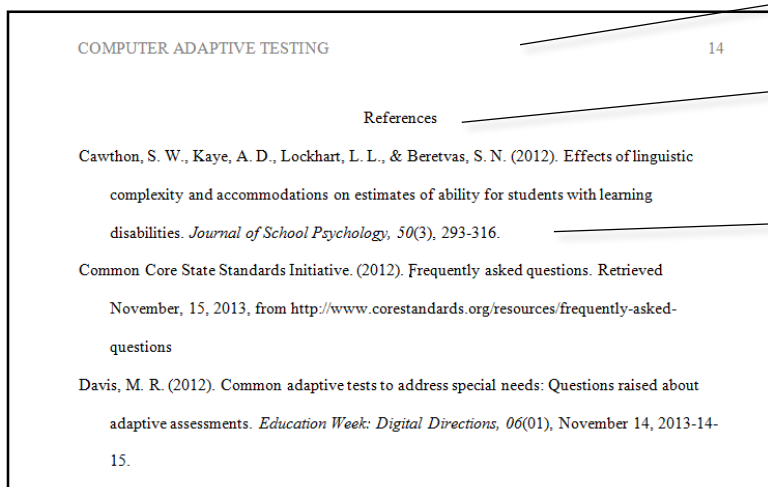


**Running Head (8.03):** After the title page, each subsequent page will have the running head in all caps. The page numbers begin with the title page.

**Title (2.01):** The first few paragraphs of your paper will be an introduction. Rather than begin with a heading identifying the introduction, you should write the title of your paper at the top of the page, centered and not bolded. After the introduction, begin using the five levels of APA headings.

## Reference List (APA Manual sections 6.22–6.32)

The reference page should follow the same format as the rest of the paper: 1-inch margins, double-spacing, and your header. List sources alphabetically with no extra lines between sources.



**Header (8.03):** Continue the running header and the pagination.

**Title (2.11):** Place the title "References" in the center and in the same size and format as the body of your paper

**Hanging Indent (2.11):** Set a 0.5-inch indent for citations that extend more than one line. (To do this in Microsoft Word, highlight the text, right click, and select *Paragraph*. Then, under *Indentation*, select *Special Indent*, and click *Hanging*. Set it to 0.5-inch.)

## Citing Specific Sources (APA Manual sections 6 & 7)

Since there are many types of sources, only some of the most commonly used are included in this handout. For more citation help with sources and for exceptions consult *The Publication Manual of the American Psychological Association, Sixth Edition*, or the Purdue Online Writing Lab.

### Book (7.02):

**Include:** Author's last name, First initial. Middle initial. (Year of publication). *Title of work*. Location: Publisher.

**Example:** Rousculp, T. (2014). *Rhetoric of respect: Recognizing change at a community writing center*. Urbana, IL: NCTE.

### Scholarly Journal Article (7.01):

**Include:** Author's last name, First initial. Middle initial. (Year of publication). Title of article. *Title of Periodical, volume number*(issue number), pages.

**Example:** Walsh, R. T. G. (2015). Making discursive space in psychology for qualitative report-writing. *Qualitative Psychology, 2*(1), 29–49.

### Online Scholarly Journal Article (7.01):

**Include:** Author's last name, First initial. Middle initial. (Date of publication). Title of article. *Title of Periodical, volume number*(issue number), page range. doi:xx.xxxxxxxx or URL (if no DOI)\*

**Example:** Zilio, D. (2016). On the autonomy of psychology from neuroscience: A case study of Skinner's radical behaviorism and behavior analysis. *Review of General Psychology, 20*(2) 155–170.  
doi:10.1037/gpr0000067

### Internet Source (6.32):

**Include:** Author's last name, First initial. Middle initial. (Date of publication). *Title of document* [Format description]. Retrieved from <http://Web address>\*

**Example:** Driscoll, D., & Brizee, A. (2016). *Commas: Quick rules* [webpage]. Retrieved from <https://owl.english.purdue.edu/owl/owlprint/607/>

## Citing Duplicate Authors and Titles (APA Manual section 6)

Sometimes, you will use multiple sources from the same author or different authors with the same surname. The following are specific APA guidelines on avoiding confusion:

### Authors with the Same Surname (6.14):

When citing in text, include the author's first initials avoid confusion.

**Example:** *Both M. A. Light and Light (2008) and I. Light (2006) agree on this issue.*

### Authors with Multiple Works (6.16):

When you are citing multiple works by the same author or authors, and those works have the same publication years, add the suffixes *a*, *b*, *c*, etc. after the year and include those suffixes in the reference list (which will be ordered alphabetically).

**Example:** *Several studies corroborate this finding (Derryberry & Reed, 2005a, 2005b).*

### Citing Multiple Authors Within One Citation (6.16):

If you have multiple sources that all validate the same fact that you are asserting, include all of those references in the same parenthetical in-text citation, separated with a semicolon.

**Example:** *Several studies corroborate this finding (Minor, 2001; Miller, 1999).*

\*Do not include a period after the end of the DOI (Digital Object Identifier, a consistent link provided by the publisher) or web address.