APA: A Quick and Easy Guide

Formatting:

Margins: 1 inch
Font: Times New Roman, 12 pt
Paragraphs: Double-space
Alignment: Left
Header: Running head

Sections:

Title Page
Abstract
Main Body
List of References

Headings:

The heading for APA belongs on the title page of the document. (*Example below*)
Instructors might require different information.

Title:

Subtitle

Student's name

Course and section number

Professor's name

Date (month day, year)

Abstract:

The abstract should be written in tight, concise language (between 150 to 250 words). It should contain at least your research topic, research questions, participants, methods, results, data analysis, and conclusions.

In-Text Citation:

(*Information below provided by Purdue OWL*)

Paraphrasing:

If paraphrasing an idea from another work, you only have to refer to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

Ex: paraphrasing of the text (Author last name, year of publication) punctuation at the end

Ex: … (Robbins, 2008).

Quote less than 40 words:

Name author in the signal phrase or in the parentheses each time you cite the work. In the parenthetical citation after the author's last name, include the publication year and the quoted page numbers from the reference. Make sure to separate each piece of information in the parenthetical citation with commas.

Ex: "…" (Smith, 2005, p.6).

Ex: "…" (Smith, 2005, pp. 8-9).

Incorporating a source into a paragraph:

If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

According to Stemmer (2008)…

Stemmer (2008) indicates…

Quote more than 40 words (block quote):

Block quotes in APA are like MLA but with a year attached. For prose, if a quotation runs longer than 40 words into the text, set it off from the text by beginning a new line, indenting one-half inch from the left margin, and typing it double-spaced, without adding quotation marks. Indent any new, subsequent paragraph by one-half inch. The parenthetical reference for a block quotation sits at the very end in parentheses after the closing punctuation.

Ex: . (Roueche & Roueche, 1993, p.121)

Secondary Source:

When citing a source within a source, name the original work and give a citation for the secondary source.

Ex: Stemmer's work (as cited in Pratt, 2008).

Pratt on Reference page

Reference Page:

(Examples provided by *APA: The Easy Way*)

Title: References (centered)

Book:

Branham, C. (1998). *Profiles of great African Americans*. Lincolnwood, IL: Publications

International.

Magazine:

Clemetson, L. (2001, January 8). Oprah on Oprah. *Newsweek*, 137, 38-44.

Newspaper:

Dedman, B. (1999, October 10). Professor Oprah, preaching what she practices. *New

York Times*, p. C1.

Website:

Sandsworth, L. R. (n.d.). *Oprah's dynasty*. Retrieved from

http://www.femalebusinessnews.com/oprah/apap/ttl

For further information, check the APA manual.