



## APA QUICK GUIDE

### Format

- Times New Roman, 12 pt. font
- Double-spaced
- “Before” and “After” spacing under “Paragraph” should be “0”
- 1-inch margins
- Cover page – includes Title of the Paper, Your Name, and Name of University (centered)
- Running head
- Each paragraph indented 0.5 inches (except the abstract)

### References

\* Some of the examples below are made up and others come from real sources.

#### **Scholarly Journal Article with a data object identifier (doi) number:**

Author, A. A., & Author, B. B. (Date of publication). Title of article: Capital letter also for subtitle. *Title of Journal*, volume number(issue number), page range.

doi:0000000/000000000000

Smith, J. A., Brown, R. W., & Rogers, M. (2012). How to create an APA reference page. *Writing Studio Journal*, 22(1), 63-72. doi: 10.1080/14622200410001676305

#### **Scholarly Journal Article or Periodical without a data object identifier (doi) number:**

Author, A. A., & Author, B. B. (Date of publication). Title of article: Capital letter also for subtitle. *Title of Journal*, volume number(issue number), page range. Retrieved from

<http://journalhomepage.com/full/url>

Smith, J. A., Brown, R. W., & Rogers, M. (2012). How to create an APA reference page. *Writing Studio Journal*, 22(1), 63-72. Retrieved from

<http://keiserwrites.wordpress.com/apa/how-to-create-an-apa-reference-page>

### **Website Article with Author(s):**

Author, A. A., & Author, B. B. (Date of publication). *Title of document*. Retrieved from  
<http://journalhomepage.com/full/url>

Smith, J. A., Brown, R. W., & Rogers, M. (2012). *How to create an APA reference page*.  
Retrieved from <http://keiserwrites.wordpress.com/apa/how-to-create-an-apa-reference-page>

\* If there is no date provided, write n.d. in place of the year.

### **Website Article with a Corporate Author:**

Name of Corporation or Organization (Date of publication). *Title of document*. Retrieved from  
<http://journalhomepage.com/full/url>

World Health Organization (2012). *Schizophrenia*. Retrieved from  
[http://www.who.int/mental\\_health/management/schizophrenia/en/](http://www.who.int/mental_health/management/schizophrenia/en/)

\* If there is no date provided, write n.d. in place of the year.

### **Book:**

Author, A. A., & Author, B. B. (Date of publication). *Title of book: Capital letter also for subtitle*. Location: Publisher.

Smith, J. A., Brown, R. W., & Rogers, M. (2012). *Mastering APA style: Format, references, and citations*. New York, NY: Cambridge University Press.

### **Chapter in an Edited Book:**

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book: Capital letter also for subtitle* (pages of chapter). Location: Publisher.

Smith, J. A., Brown, R. W., & Rogers, M. (2012). APA format. In M. White & S. Williams (Eds.), *Mastering APA style: Format, references, and citations* (23-38). New York, NY: Cambridge University Press.

## **Film:**

Producer, P. P. (Producer), & Director, D. D. (Director). (Date of publication). *Title of motion picture* [Motion Picture]. Country of origin: Studio or distributor.

Grazer, B., Hallowell, T. (Producers), & Howard, R. (Director). (2001). *A beautiful mind* [Motion Picture]. United States: Universal Pictures.

## **In-Text Citations**

\* Note: When you incorporate secondary source material into an academic paper, most of it should be paraphrased rather than quoted. You should be choosy about when you quote word-for-word from a source. A paraphrase is a restatement of someone else's ideas in your own words. Simply substituting a few words in the original for synonyms will not do. When paraphrasing, make sure that the language and sentence structure are truly your own.

## **FORMAT RULES**

- For paraphrases, include the author(s) and the year of publication. For quotes, also add the page number. If no page number is available, add the paragraph number. The word paragraph is abbreviated as “para.”
- For sources with two authors, always name both. For sources with three or more authors, cite all the names the first time, but from then on use only the first name listed, followed by “et al.” meaning “and others.”

## **EXAMPLES**

### **Paraphrase (1<sup>st</sup> time cited):**

According to Smith, Brown, and Rogers (2012), bla bla bla.

Smith, Brown, and Rogers (2012) suggest that bla bla bla.

Bla bla bla (Smith, Brown, & Rogers, 2012).

**Paraphrase (subsequent citations for sources with 3 or more authors):**

According to Smith et al. (2012), bla bla bla.

Smith et al. (2012) suggest that bla bla bla.

Bla bla bla (Smith et al., 2012).

**Direct Quote (1<sup>st</sup> time cited):**

A recent study finds that “bla bla bla” (Smith, Brown, & Rogers, 2012, p. 23).

Smith, Brown, and Rogers (2012) state, “bla bla bla” (p. 23).

According to Smith, Brown, and Rogers (2012), “bla bla bla” (p. 23).

**Direct Quote (subsequent citations for sources with 3 or more authors):**

A recent study finds that “bla bla bla” (Smith et al., 2012, p. 23).

Smith et al. (2012) state, “bla bla bla” (p. 23).

According to Smith et al. (2012), “bla bla bla” (p. 23).

## **Miscellaneous**

\* When writing an academic paper, avoid contractions (ex: don't, he's) and personal pronouns (ex: I, you, we).