APA QUICK REFERENCE

There are three parts to APA:
1. formatting; 2. in-text citations; 3. reference page.

PART ONE: Formatting

a. Double-space only, everywhere (**one** exception only: right after your title on title page)
b. One-inch margins on all sides
c. 12-point font, preferably Times New Roman
d. Do not justify right side (right-hand margins should be ragged, not lined up)
e. Title page and references get their own pages (not included in page or word count)
f. On your title page, centered:

Title of Paper in Bold, Using Upper and Lower Case

Your First and Last Name

Department and College

Course number and name

Title and instructor name

Due date

To see how this looks, click here and go to page 7.

g. Page numbers go in the headers on the right
h. Indent new paragraphs five spaces (one tab)
i. Headings: Most of the time, short papers (fewer than 8 pages) do not require section headings. If your instructor tells you to use them, most of the time you only need level one. The format is below. The numbers refer to the level of the heading, but you do not use numbers or letters for your sections. Note that the introduction of your paper does not get a heading. Instead, your title should be at the head of your paper, before the introduction, centered and bolded. To see how this looks, click here and go to page 7.

Level 1: Centered, bold, title case – text begins as new paragraph
Level 2: Flush left, bold, title case—text begins as new paragraph
Level 3: Flush left, bold italic, title case – text begins as new paragraph
Level 4: Indented, bold, title case, ends with a period – text begins on the same line and continues as a regular paragraph
Level 5: Indented, bold italic, title case, ends with a period – text begins on the same line and continues as a regular paragraph

This information came from the Purdue OWL, which also has examples in their Sample APA Paper. Click here to see them.

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PART TWO: In-text citations

The important thing to remember is to give credit to others for their *ideas* and their *words*. This is called academic integrity. Decision one: will you quote (use their words) or paraphrase (use their ideas)? Then:

→ Give credit to others for their *words* by enclosing those words in quotation marks and providing a citation. Even a few words in a row, taken from a source, **must** be in quotation marks.

→ Give credit to others for their *ideas* by providing a citation. This is especially important for paraphrases—those times you are not quoting but putting things into your own words—because without quotation marks, your reader does not know which are your ideas and which are your source's ideas.

Examples are below. Follow the format exactly, including spacing and punctuation. Use authors' last names only—never first names or initials.

QUOTING? Use either a split citation or an end citation:

> **Split citation:** According to Smith and Jones (2019), "We studied over 1,000 males currently receiving medical treatment" (p. 19).

> **End citation:** The researchers claimed to have "studied over 1,000 males currently receiving medical treatment" (Smith & Jones, 2019, p. 19).

No quotation should ever be a standalone sentence. Introduce all quotations and follow them with discussion or analysis so your reader knows exactly how they connect to your ideas. This is called *the quotation sandwich.*

PARAPHRASING? When you paraphrase you must change ALL the words AND the word order, but this is a good way to handle source information when it's not worth quoting (i.e., is not written in a particularly memorable or interesting way). Choose one:

> **Split citation:** According to Smith and Jones (2019), their study included more than 1,000 men who were being treated for various illnesses, especially heart disease and diabetes (p. 19).

> **End citation:** The researchers noted that many of their 1,000 subjects were undergoing medical tests and treatment and had been diagnosed with heart disease, diabetes, or other ailments (Smith & Jones, 2019, p. 19).

One author example: Williamson (2008) or (Williamson, 2008, p. 4).
*Two* author example: see above
More than two authors example: use the first author plus et al., like this: Baker et al. (1996) or (Baker et al., 1996, p. 130).

→ "et al." means "and others," so be sure to use the correct verb: Karney et al. (2001) explain … not explains. (You wouldn't write "Karney and others explains")

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Any source cited in your paper must have a corresponding entry on your references page. This is what your reference page should look like:
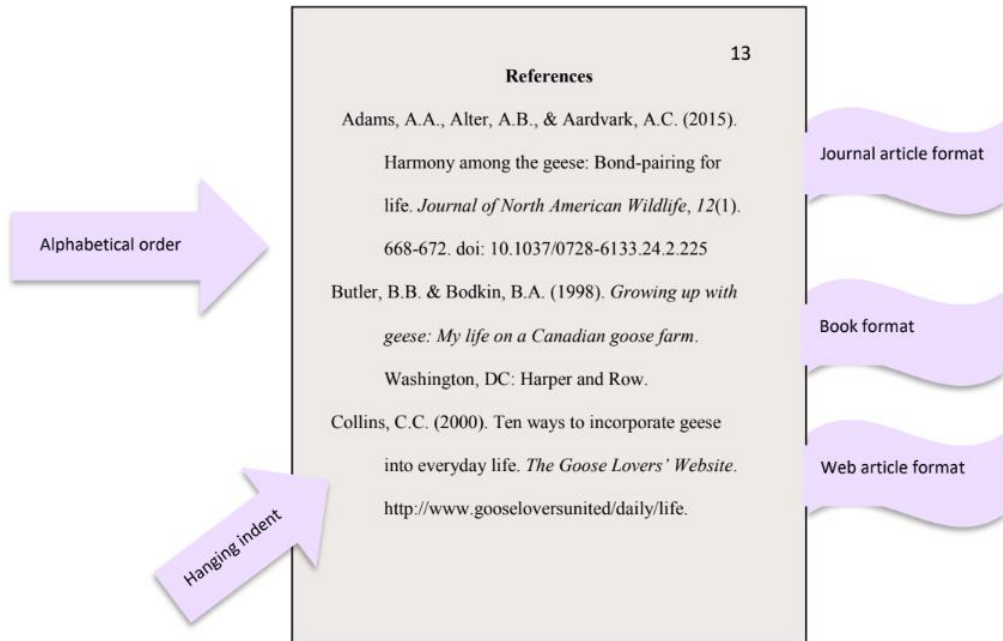
a. Bold and center the word **References**
b. Double-space only, no extra lines anywhere
c. List sources alphabetically by first author's last name
d. If there is no author, use either the organization in the author place, if it is a well-known organization (such as the Centers for Disease Control), or the article title, if it is not. If you are using an article title, do not use quotation marks around it. Here is an example of a reference for an article with no author listed:

   Self-care: What is self-care? (2022). The University of Toledo.

   https://www.utoledo.edu/studentaffairs/counseling/selfhelp/copingskills/selfcare

   .html

   The in-text citation will be a **shortened** version of the title but in quotation marks, like this: ("Self-care," 2022).

e. Use the hanging indent. This has only the author(s) name all the way to the left-hand margin with everything else indented, so it is easy to skim quickly down the list and find the reference by author name. To get the hanging indent, highlight all of your references and then go to the Home tab > paragraph > little arrow in bottom right > Indentation > Special > Hanging (from drop-down)

f. Each type of reference has its own format. Above are shown the three most common: a journal article, a book, and an article from the web. To find out how to format others, click here.