Basics of APA Style

Formatting

- Use Times New Roman font.
- Use 12 pt. font size.
- Double space all text (remove Word’s default extra spacing after Enter).
- Use 1-inch margins (Word default).
- Indentions should be set at ½ in./5 spaces (Word default).
- Create a header with a **running head** and **page numbers**

Manuscript Structure

- Title page
- Abstract (only if required by instructor)
- Body
- References

Five Levels of Headings

**Centered, Bold, and Title-Case Letters**

**Left, Bold, and Title-Case Letters**

Indented, bold, first word uppercase.

*Indented, bold, italics.*

*Indented, italics.*

Crediting sources

1) In text

Include **author and date**. For **direct quotations**, also provide **page/para.** number. **See table on p. 177** of APA style manual for how to list multiple authors.

**Examples:**

According to Smith and Jones (2007), Lincoln walked. . .

Lincoln…while living in Illinois (Smith & Jones, 2007).

Smith and Jones (2007) noted that “Lincoln…while residing in Washington” (p. 128).
2) In a Reference list

Basic reference includes four elements: author, date, title, and publisher/retrieval information. Each element is followed by a period. See the APA Style Manual chapter 7 for the many variations of this basic reference.

**Book:**
Author, A. A. (Year of publication). *Title information*. Place of publication: Publisher.

**Journal article:**

**Website:**
Author, A. A. (Year). *Title of website*. Retrieved from ....

**Formatting the References page:**

- **Heading=**References
- **Alphabetize** the entries of a reference list by the first letter (usually the author’s surname), ignoring the articles *A*, *An*, and *The*.
- Use **hanging indent**
- **Double space** entire reference list
- **Names**: Use initials for first and middle names.
- **Titles**: For articles, chapters and books, capitalize only the first word of the title, of the subtitle, and proper nouns.
- **Fully capitalize periodical titles.**
- **Italicize** titles of larger works, such as journals and books
- **Do not italicize nor put quotes around** titles of shorter works, such as chapters or journal articles