APA Style
Publication Manual of the American Psychological Association

Includes guidelines for

- Format
- Style/Usage
- Citing
Format

• Use Times News Roman font.
• Use 12 pt. font size.
• Double space all text.
• Use 1-inch margins.
• Indentations should be set at ½ in./5 spaces.
Format

Four Major Sections

Title Page
Abstract
Body
References
Running head: TITLE IN UPPERCASE

Title of Paper—May Use Two Lines—Double Space All

First M. Last_name

Institutional Affiliation
Abstract

The abstract is a clear, concise, and comprehensive summary of the paper’s purpose and content. It should consist of 150-250 words and should be typed as a single, double-spaced paragraph without indentation.
 Include Your Title, Centered, to Begin the **Body** of Your Paper

The body of your paper may include several sections, including an introduction, method, results, and discussion. Include a reference page and any appendices at the end of your paper.

Double space all text in the body and reference page. Your final paper should include, therefore, four major sections: the title page, the abstract, the body, and the references.
References


Format--Headings

Centered, Bold, and Title-Case Letters

Left, Bold, and Title-Case Letters

Indented, bold, first word uppercase.

*Indented, bold, italics.*

*Indented, italics.*
## Citing Sources

<table>
<thead>
<tr>
<th>Type of Citation</th>
<th>First Citation in text</th>
<th>Subsequent Citations in text</th>
<th>Parenthetical format, first Citation in text</th>
<th>Parenthetical format, subsequent Citations in text</th>
</tr>
</thead>
<tbody>
<tr>
<td>One work by three authors</td>
<td>Bradley, Ramirez, and Soo (1999)</td>
<td>Bradley et al. (1999)</td>
<td>(Bradley, Ramirez, &amp; Soo, 1999)</td>
<td>(Bradley, Ramirez, &amp; Soo, 1999)</td>
</tr>
<tr>
<td>One work by four authors</td>
<td>Bradley, Ramirez, Soo and Walsh (2006)</td>
<td>Bradley et al. (2006)</td>
<td>(Bradley, Ramirez, Soo, &amp; Walsh, 2006)</td>
<td>(Bradley et al., 2006)</td>
</tr>
<tr>
<td>One work by six or more authors</td>
<td>Wasserstein et al. (2005)</td>
<td>Wasserstein et al. (2005)</td>
<td>(Wasserstein et al., 2005)</td>
<td>(Wasserstein et al., 2005)</td>
</tr>
</tbody>
</table>
How to Cite Something You Found on a Website in APA Style: What to Do When Information Is Missing

<table>
<thead>
<tr>
<th>What's missing?</th>
<th>Solution</th>
<th>Reference template</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author is missing</td>
<td>Substitute title for the author</td>
<td>Title of document [Format]. (date). Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
<tr>
<td>Title is missing</td>
<td>Describe the document inside square brackets</td>
<td>Author, A. (date). [Description of document]. Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
<tr>
<td>Author and date are both missing</td>
<td>Combine author and date methods</td>
<td>Title of document [Format]. (n.d.). Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
<tr>
<td>Author and title are both missing</td>
<td>Combine author and title methods</td>
<td>[Description of document]. (date). Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
<tr>
<td>Date and title are both missing</td>
<td>Combine date and title methods</td>
<td>Author, A. (n.d.). [Description of document]. Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
<tr>
<td>Author, date, and title are all missing</td>
<td>Combine all three methods</td>
<td>[Description of document]. (n.d.). Retrieved from <a href="http://URL">http://URL</a></td>
</tr>
</tbody>
</table>

Note. The basic reference template is made up of four pieces—author, date, title (with format in brackets if necessary), and source (the URL). When one or more of these pieces is missing, use the method shown above to adapt the template. In-text citations use the pieces from Position A and Position B (usually the author and date, but if there's no author, then the title and date—more details available at [http://www.apastyle.org/learn/faqs/web-page-no-author.aspx](http://www.apastyle.org/learn/faqs/web-page-no-author.aspx)).
References


Retrieved from


cs.html?re=ussph1.1 [Website]


Silva, L. (2007). Epistemological and theoretical challenges for studying power and politics in

information systems. *Information Systems Journal, 17*(2), 165-183. [Document Object

Identifier] [Journal Article]
Journal article:

Journal article with doi:
Chapter in an edited book:

Website
Additional Resources

APA Style Website
http://apastyle.org

Purdue Online Writing Lab (OWL)
http://owl.english.purdue.edu/owl/

LMU Library Libguides
http://library.lmunet.edu

Template for APA Paper
http://library.lmunet.edu/ld.php?content_id=23447311