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/web document:**
Author, A. A. (Year). *Title of website*. Retrieved from ....

**Webpage on a larger website:**
Author/creator. (Year). *Title of specific webpage*. *Title of website*. Retrieved from <paste URL>

**Formatting the References page:**
- Heading=References (centered; not bold)
- **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

**What if I have several sources by the same author, with the same year?**

See the APA Publication Manual, section 6.25. If you have more than one reference with the same author/date information you must **add a suffix (a, b, c, etc.) to the year** to distinguish the sources from one another. The sources on the References page are arranged and the suffixes assigned either chronologically by **month/day** (if such information is provided) or **alphabetically by title**. Be sure to include the suffix on the date in the in-text citation, as well. See examples below.

**Example of reference:**


**Example of in-text citation:**

(CDC, 2014b)