



# APA Reference Guide

## General Document Guidelines

- The page margins should be one inch on all sides.
- Use 12 point Times New Roman, or another serif font.
- All pages should be double spaced with no extra spaces between paragraphs.
- Page numbers go in the top right corner and header title on the top left corner; the header text is left-justified.
- Generally, use the active voice rather than the passive voice. For example, use “The researchers predicted that...” rather than “It was predicted that...”



*For the 2009, 6th ed.*

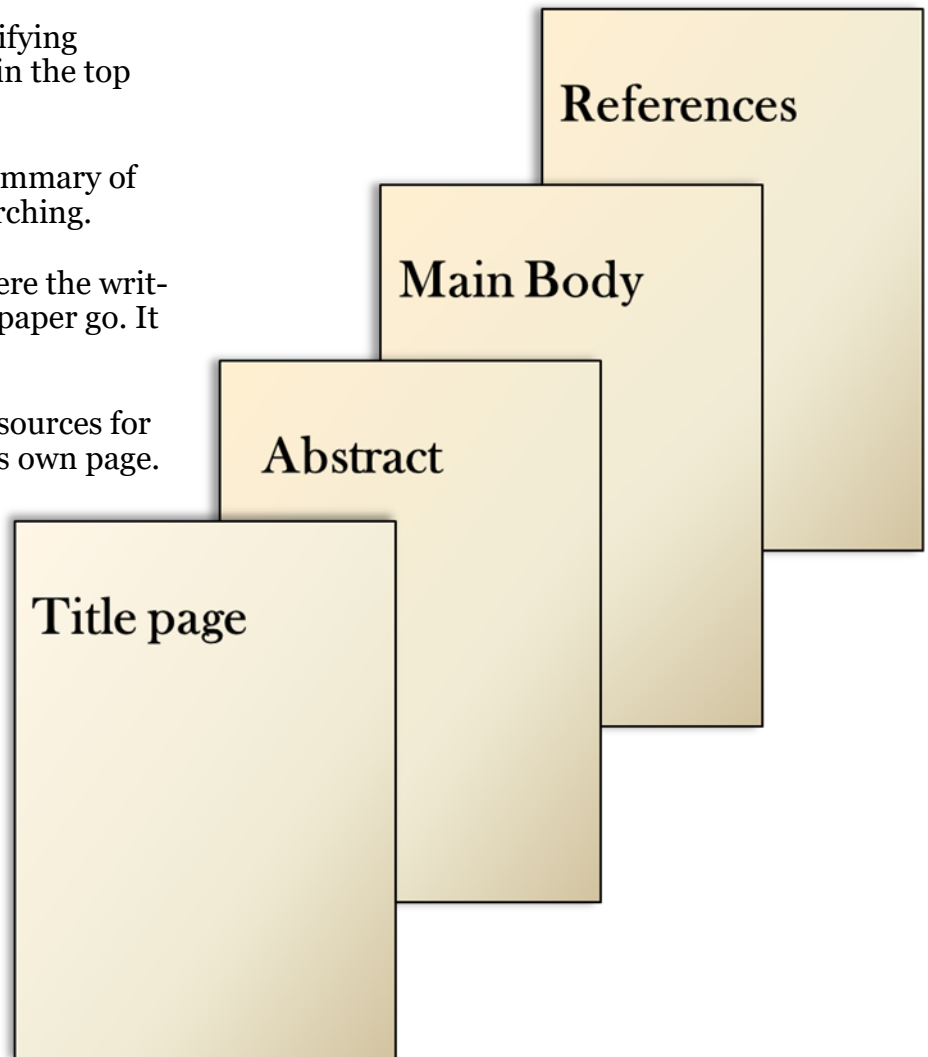
## Four Sections

APA papers have four basic sections:

- The **title page** contains your identifying information centered and placed in the top 1/3 of the page.
- The **abstract** is a 150-250 word summary of your work, with keywords for searching.
- The **main body** of the paper is where the writing and most of the data for your paper go. It can be divided up by headings.
- The **references** page provides the sources for your work. This should start on its own page.

\*Note: Not all sections are required by every professor.

These are the main sections of an APA paper.

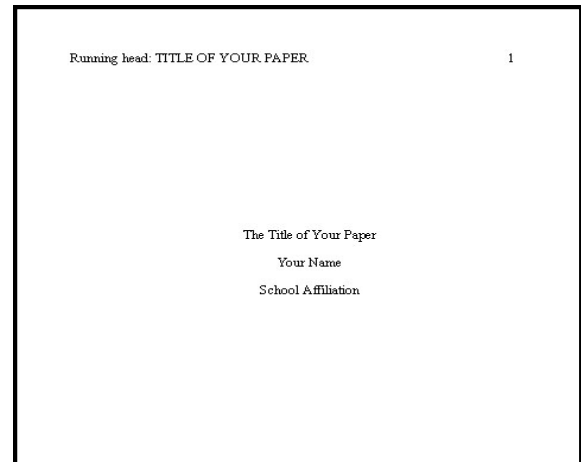
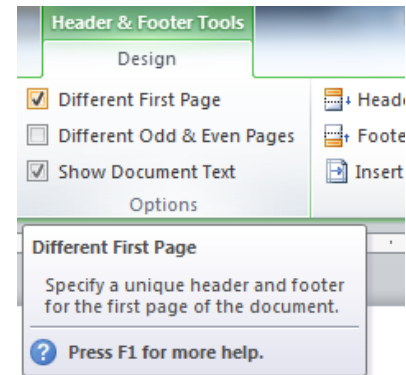




## APA Title Page Example

The title page has a different header than the rest of the paper. Here are the steps to create the headers:

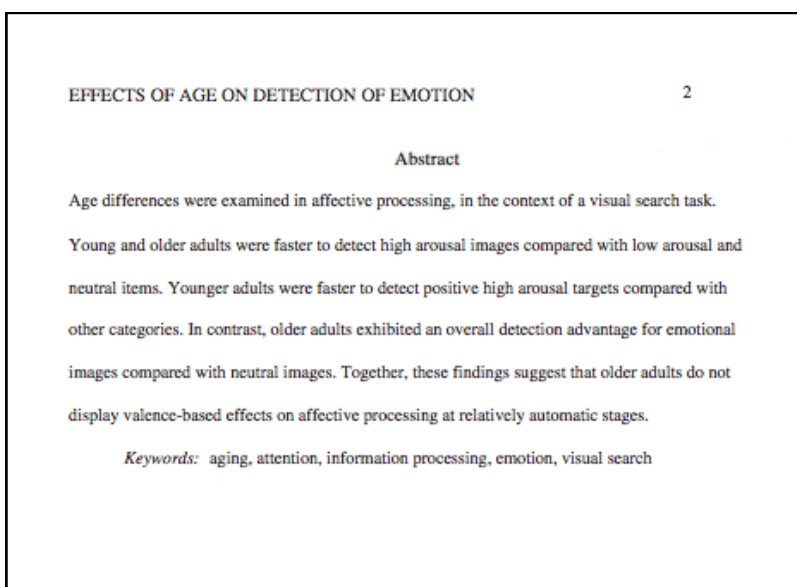
1. Double click the top of the page. Go to the top menu bar and click the box that says “Different First Page.”
2. Click the “Header” icon and select “Blank (Three Columns).” Your first column should have your title in all capital letters. For the title page, make sure the words “Running head:” appear prior to your title. Your running head is an abbreviated version of your title that should be 50 characters or less.
3. Delete the second column. On the third column, click the “Page Number” icon and select “Current Position” from the menu. Then select the “Plain Number” option.
4. Repeat steps 2 and 3 on the second page of your document, without including “Running head:” in the first column.
5. About 1/3 of the page down on the first page, centered, you should have the following information in this order:  
Title, your name, school/affiliation name.



For further information on creating a title page, [click here](#).

## Abstract Tips & Example

- Write your paper first—it will make completing the abstract far easier.
- The abstract is always on page two of the paper. It is not indented and the word “Abstract” should be centered.
- It should be between 150–250 words in length.
- The abstract should list information in the same order as your written work.
- Do not explain results or analyze information in the abstract.





## Level Headings

- Headings help organize your paper.
- Works such as literature reviews and research proposals make extensive use of them.
- They provide quick access to salient points, such as the Discussion or Methods section in a research paper.
- Unless your instructor or rubric specify otherwise, the title should appear centered and non-bolded at the top of the main body's first page. This often serves as the introduction section of a paper.
- All subsequent level headings follow the format below.

Level #	How it's formatted
1	<b>Centered, Bold, Uppercase and Lowercase</b> Your text should begin on the line below your header. Remember to indent each paragraph as you continue to write.
2	<b>Left-aligned, Bold, Uppercase and Lowercase</b> Your text should begin on the next line on your document. Make sure you indent each paragraph.
3	<b>Indented, bold, lowercase with a period.</b> Your text should begin right after your heading.
4	<b><i>Indented, bold, italicized, lowercase with a period.</i></b> Your text should begin right after your heading.
5	<b><i>Indented, italicized, lowercase with a period.</i></b> Your text should begin right after your heading.

- The Introduction section does not usually get a heading. Having the title at the top of the page takes the place of this first section.
- Headings are not usually indicated by numbers or letters.
- Shorter papers may not use all of the heading levels (or any at all).
- The higher the level of a heading, the more general it typically is.

### Examples of in-text heading format.

**Method** (Level 1)  
**Site of Study** (Level 2)  
**Participant Population** (Level 2)  
 Students. (Level 3)  
**Results** (Level 1)  
**Spatial Ability** (Level 2)  
 Test one. (Level 3)  
*Teachers with experience.* (Level 4)  
*Teachers in training.* (Level 5)  
 Test two. (Level 3)  
**Kinesthetic Ability** (Level 2)



## In-Text Citation

Here are some examples for the most common in-text references.

- *When the names of the authors of a source are part of the sentence:*
  - Williams and Jackson (2014) found that....
- *When the authors of a source are not part of the sentence:*
  - ...by observing the chart data (Williams & Jackson, 2014).
- *A source with three to five authors must include all of them the first time they are cited. Subsequent instances use “et al.”*  
For example:
  - ... tells us further research is necessary (Williams, Jackson, & Perez, 2012).
  - Williams et al. (2012) discussed...
- *When there are six or more authors, you use “et al.” from the beginning—there is no need to list them all out when you first use that source. Williams, Jackson, Perez, Tuan, Kim, and Lonero should be cited as:*
  - (Williams et al., 2010)
- *When you are citing from organizations or government entities, you can use their name as your author. For example:*
  - The U.S. Food and Drug Administration (n.d.) states that...
- **Please note that all direct quotes should also include a page or paragraph number in their in-text citations.**  
For example:
  - (Williams et al., 2010, p. 76)
  - (Williams et al., 2010, para. 45)

## Quick Citing Tips

- Use the same order of names that appear in the source material for your citation. Do *not* put them in alphabetical order!
- Avoid using secondary sources when possible. If there’s no other choice, the correct format is:
  - (as cited in Williams & Jackson, 2014).
- **Personal communications** are used to cite material such as emails, letters, telephone interviews, or class notes, use the format listed below. *These are not included in the References section.*
  - (M. Tuan, personal communication, July 3, 2016).
- **Citing a web document** can be tricky. The standard format applies if you have all the information.
  - Williams (2013) established the company.
- If there’s no author listed on the website, use the first few words instead. **The abbreviation “n.d.” should be used if no date is listed.** For example:
  - The side effects of stress are extensively documented (“Stress in the Workplace,” n.d.).
- Give the name of the website when you are citing more than one page from it. Such as:
  - Undercooked chicken is a health risk (U.S. Food and Drug Administration, n.d.).

### Remember to *always* cite when you use:

- ⇒ Another person’s idea, opinion, or theory.
- ⇒ Any facts, statistics, graphs, or drawings.
- ⇒ Even if you know something already *you must cite it* with a peer-reviewed source if it is not common knowledge.
- ⇒ Quotations or paraphrase of another person’s actual spoken or written words.



## Reference Examples

*NOTE: All entries in your Reference page should be double spaced and have a hanging indent.*

- **Article from a periodical with an assigned DOI:**  
Williams, J., & Jackson, D. (2005). Body language of women and judgments of vulnerability to sexual assault. *Journal of Applied Social Psychology, 26*(8), 1617-1626. doi:10.1111/j.1559-1816.1996.tb00088.x
  - **Article from online periodical without DOI:**  
Tuan, M. Y. (1993). Research on music therapy's effect on mental health: A review and commentary. *Journal of Psychiatry, 23*(12), 23-53. Retrieved from <http://www.nameofwebsite.edu/music-therapy-mental-health/>
  - **Book:**  
Dusek, D. J. (1991). *The workshop approach to writing: A study* (2nd ed.). Chicago, IL: Bacon and Bacon.
  - **Article or chapter in an edited book:**  
Perez, A. J. (1992). Advancing online security. In J. G. Want (Ed.), *Contemporary technology and its dangers* (pp. 70-84). New York, NY: Oxford University Press.
  - **Chapter/section of a web document or online book chapter:**  
Tuan, M. Y. (2014). The benefits of music therapy for people suffering from general anxiety. In *Contemporary mental health treatments*. Retrieved from <http://www.nameofwebsite.com/>
- \*\*Please note that the word "In" is not part of the title of the document.*  
*\*\*Additionally if you are citing a government website, you would use the same citation template except replace the author name with the name of the organization.*
- **Website page:**  
Lewis University. (2011). About us: History. Retrieved from <http://www.lewisu.edu/welcome/history.html>
  - **Newspaper article:**  
Cave, D. & Gillis, J. (2017, September 20). Building a better coral reef. *The New York Times*. Retrieved from <https://nyti.ms/2jI23fc>
  - **Government documents:**  
National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.
  - **Kindle book:**  
Hesse, H. (1919). *Damian* [Kindle Paperwhite version]. Retrieved from Amazon.com

**Further Assistance:** For more detailed help or if you have questions, visit the Writing Center