

APA Style Formatting and Documentation: Quick Sheet

Basics:

- Typed
- Double-spaced
- 12 point standard font (Times New Roman or Arial)
- 1 inch margins
- Page number in the upper right-hand corner of document

Four Major Sections:

- Title page
- Abstract
- Main body
- References

Title Page:

- Title
- Student's name
- College name
- Course information
- Instructor name
- Date of submission

Abstract:

- 150-250 word summary that gives a brief overview of main body
- List of keywords

Main Body:

- Title centered and bonded at the top of page 1 of main body
- Double spaced with no extra spaces anywhere
- Sources identified with parenthetical citations
- Table and graphs properly formatted and labeled

Reference Page:

- Center the title (References) at the top of the 1st page of references
- Double space all entries and use hanging indent feature
- List all entries alphabetically by the surname of primary author of each source

References Formatting: The Basics

- Invert authors' names, beginning with last name first, and then follow with the initials of their first and middle names, as applicable
- Capitalize only the first letters of the first words of an article title and subtitle, as well as any proper nouns
- Capitalize all major words of a Journal title

- Italicize any longer works: Journals, Books, Etc.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in anthologies or edited collections.

Example APA Reference Entry:

Anglin, J.M. (1995). Classifying the world through language: Functional relevance, cultural significance, and category name learning. *International Journal of Intercultural Relations*, 19(2), 161-181. <http://doi.org/bg4cz3>

In-Text Citations:

- Use in-text citations for two reasons:
 - To alert the reader to the full citation list on your References page
 - To give credit to the resources you are using in your paper
- NOTE: Failure to properly cite your sources in any academic writing is plagiarism and will have serious consequences.

Types of In-Text Citations:

- Parenthetical Format: Includes both the author's last name and the year of publication, separated by a comma, in parenthesis at the end of the sentence.
 - Example: Research suggests that the Titan Writing Center is a good resource for students (Mahaffey, 2021).
- Narrative Format: Includes the author's name directly in the sentence, with the year of publication in parenthesis directly following the author's last name.
 - Example: Mahaffey (2021) suggests that the Titan Writing Center is a good resource for students.
- If the source you are citing includes page numbers, add that information to the in-text citation. (Mahaffey, 2021, p. 42)