

APA FORMAT

The American Psychological Association (APA) created a writing, citation, and formatting style that is used in many disciplines, including psychology, political science, and social sciences. Formatting a paper in APA style requires you to think about your page layout, organization, and citations. The APA website is a great source for finding answers to specific APA formatting questions (www.apastyle.org).

DOs	DON'Ts
Use a header that states a shortened title of your paper in CAPS (on the title page only, you will preface the title with "Running head" and a colon, followed by your shortened title).	Use more than one-inch margins (left/right and top/bottom) or use "running head" on pages after the title page.
Include subheadings to separate topics in your paper (see chart below for level headings).	Rely too much on quotes to back up each topic.
Include a title page with your full title, your name, and your institution.	Put anything on your reference page that wasn't cited in your paper.
Keep track of your sources. You'll need to know author names, dates sources were published, page numbers and other information for your citations and reference page.	Forget to include the author name, year and page number when directly quoting from a source.

HEADERS

The number of headings used in any article will depend on the number of sections used. This chart explains how to format each heading: One exception to this rule is the addition of the title at the top of the first page of your essay with no extra spacing and not in bold or italics, but in upper and lower case letters.

LEVEL OF HEADER	FORMAT
1	Centered, Bold, Uppercase and Lowercase
2	Flush Left, Bold, Uppercase and Lowercase
3	Indented, bold, lowercase paragraph heading ending w/a period.
4	<i>Indented, bold, italicized, lowercase paragraph heading ending w/ a period.</i>
5	<i>Indented, italicized, lowercase paragraph heading ending w/ a period.</i>

IN-TEXT CITATIONS

The purpose of in-text citation is to credit the author and year of the particular study you are drawing from; this information can be presented in a variety of ways. If the author and/or year are included in your article's text, there is no need to repeat it in parenthetical citation. You should only include page numbers if you use a direct quotation.

ONE WORK BY ONE AUTHOR	<p>Smith (2003) found that the results were contradictory.</p> <p>The study results were contradictory (Smith, 2003).</p> <p>In 2003, Smith discovered that the results were contradictory.</p> <p>Although the results were initially convincing, “subsequent studies provided contradictory findings that quickly impacted those in the field” (Smith, 2003, p. 345).</p>
ONE WORK BY MULTIPLE AUTHORS	<p>First citation: Smith, Johnson, James, and Gregg (2009) discovered that the results were contradictory.</p> <p>For subsequent citations: Smith et al. discovered...</p>
SIX OR MORE AUTHORS	<p>Use Smith et al. (2009) for the first citation as well as all subsequent citations.</p>

REFERENCES & SPECIAL CASES

All references should use a *hanging indent*, which means that the first line of a reference is left-justified, and any following lines should be indented. Only the first word of the title, words following a colon, and proper nouns should be capitalized.

BOOK	<p>Author Last Name, A.A. (Year). <i>Title of work</i>. Location: Publisher.</p> <p>Author Last Name, A.A. (Year). <i>Title of work</i>. Retrieved from: http:</p>
BOOK CHAPTER	<p>Author, A. A., & Author, B. B. (Year of publication). Title of chapter. <i>Title of book</i> (pages of chapter). Location: Publisher.</p>
TECHNICAL AND RESEARCH REPORTS:	<p>U.S. Department of Health and Human Services. (2003). <i>Managing Asthma</i> (NIH Publication No. 02-2650). Retrieved from www.nhlbi.nih.gov/health/asthma/etc</p>
ELECTRONIC JOURNAL WITHOUT DOI	<p>Arnold, S. (2008). Study of electronic sources. <i>Excellent Journal</i>, 4(11), 83-98. Retrieved from http://www.excellentjournal.org/lkjkd.php/</p>
ELECTRONIC JOURNAL WITH DOI	<p>Arnold, S. (2008). Study of electronic sources. <i>Excellent Journal</i>, 4(11), 83-98. doi:45.4567/87987987987</p> <p>A DOI is a registration number for electronic sources. You can generally find DOI numbers on the first page of an article near the copyright information. However, not all electronic journals will provide a DOI address.</p>
ENTIRE WEBSITE	<p>Starfall is a wonderful interactive website for children (http://www.starfall.com).</p>
WEB PAGE WITH NO AUTHOR	<p>Reference: ACT bans smoking in car with kids. (2011). Retrieved October 24, 2011, from http://news.ninemsn.com.au/health/8363215/act-bans-smoking-in-car-with-kids</p> <p>In Text: Cite the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title or abbreviated title. Example: (“ACT Bans Smoking,” 2011).</p>
WEB SITE THAT HAS NO AUTHOR, NO YEAR, AND NO PAGES	<p>Humdinger. (n.d.). In <i>Merriam-Webster's online dictionary</i> (11th ed.). Retrieved from http://www.m-w.com/dictionary/humdinger</p>