

APA Style: General Guidelines

Title Page

Page Header

At the top left corner of the title page, type the words "Running head" followed by a colon and abbreviated title of your paper (50 characters or less) in all capitals. This same heading, with out the words "Running head," will appear on every page. The page number should appear in the top right corner of every page.

Center of Page

About 10 lines below your running head, type the full title of your paper, your **byline** (name[s]) and **affiliation** (university). Each should be centered on a separate line; as in the example, your title can go on more than one line if necessary.

Running head: AMAZING EXAMPLE PAPER

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The Amazing Example Paper

In APA Format

Goode Righter

Azusa Pacific University

General Format

Page Header

Put the running head (shortened title) at the top of each page, along with the proper page number.

Abstract

On the first line of the second page of your paper, center the word "Abstract" (no quotation marks or other formatting). Then write a one-paragraph, double-spaced summary of your paper in 150 to 250 words (or whatever limit your professor specifies). Do not indent the first line.

In-Text Citations

APA format uses the author/date method of in-text citation. This means that after you refer to material from another source, you should put the author's last name and the publication date of the work in parentheses, e.g. (Jones, 1998).

Quotations

For **short quotations**, introduce the quote with a *signal phrase* including the author's name and the date in parentheses. Include the page number after the quote, with the ending punctuation **after** the parentheses. Example:

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

For **long quotations** (over 40 words), place the quote in a free-standing block without quotation marks. Start the quotation on a new line, and indent the entire quotation five spaces. Example:

Your entire paper, including block quotations, should be double-spaced. For a block quote, parenthetical citation should come **after** your closing punctuation. (Jones 1998)

Reference List

General Guidelines

Start on separate page, with "References" (no quotation marks or other formatting) at top of page. Double-space like rest of paper.

Hanging Indentation

In **each entry**, indent all lines after first line one half-inch from the left.

Authors' Names

- Alphabetize reference list by last name of first author of each work
- Last name first, then initials of first and any other names
- If work has more than six authors, list first six followed by "et al." to indicate the rest
- If more than one article by same author, list by year of publication, earliest first

Titles of Works

- For title of any work except a journal, capitalize only first letter of first word of title, first word after a colon or dash in title, and proper nouns
- Capitalize all major words in journal titles
- Italicize titles of books and journals
- Do not italicize, underline, or put in quotes titles of short works like journal articles or essays in a book.

AMAZING EXAMPLE PAPER

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References

Calfee, R. C. and Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*.

Washington, DC: American Psychological Association.

Feminism (n.d.). In *Encyclopedia Britannica Online*. Retrieved from <http://www.britannica.com>

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55(1), 893-896.

*This sheet is intended to be used as a quick reference and does not contain all the information you will ever need about APA. Please take advantage of the resources offered by on-campus libraries and the writing manuals that you have purchased for your classes.

**Info and examples drawn from The OWL at Purdue, <http://owl.english.purdue.edu>

Handout updated 11/2009