



APA Quick Formatting Guide

APA stands for the American Psychological Association, and is mainly used in Psychology and other social sciences.

Title Page

The APA Style Guide refers to this page as the Title Page, but you will often see it called a Cover Page.

Formatting:

- Use 12 point, Times New Roman font for all writing in APA format.
- In the header of the Title Page, "Running head:" is left aligned, and followed by no more than 50 characters of the title in all caps.
 - The words "Running head:" are only on the first page
 - See *APA Running head Formatting Using Microsoft Word* handout for directions
- The page number is right aligned in the header on all pages.
- The full title of the paper, your name, and the name of the institution is centered and placed roughly halfway down the page.

Running head: ABBREVIATED TITLE IN ALL CAPS (50 CHARACTERS OR LESS)

1

The Full Title of the Paper:

Subtitle (if used)

Your Name

The Name of the Institution

Note: Your instructor can tell you if a Title Page is required for your assignment.

Abstract

The Abstract is a concise summary of the paper. It gives the reader a good idea of what the paper will cover, and often includes information about the main ideas explored in the work. The Abstract, if included, will be the second page in the paper, after the Title Page.

Formatting and Guidelines:

- The title for this page, "Abstract," is centered at the top of the page.
- Use 150-250 words to summarize the paper.
- The "Keywords:" section should contain 3-5 terms that would help other writers identify if your paper would be helpful in their research.
 - Indent this section half an inch, and italicize "Keywords:". Only capitalize proper nouns in the keywords.

ABBREVIATED TITLE (50 CHARACTERS OR LESS)

2

Abstract

The abstract is a concise summary of the paper. It is one non-indented paragraph, and is 150-250 words long. Directly after the paragraph, 3-5 key words from the content of the paper can be listed, if required by your assignment. Keywords should be terms that could be used to find the paper in a database search.

Keywords: APA format, cover page, abstract, references

Note: Your instructor can tell you if an abstract and keywords are required for the assignment.

Body of Paper

Formatting:

- On page 3, the full title of the paper is centered at the top of the page, before the first paragraph.
- All body paragraphs are indented half an inch.

ABBREVIATED TITLE (50 CHARACTERS OR LESS)

3

The Full Title of the Paper

The paper itself will begin on page 3 if an abstract is required for your assignment, if an abstract is not required, this will be the second page after the title page. If no title page or abstract is required, this will be page one, and have the “Running head:” header. APA format for the paper includes one-inch margins and Times New Roman, size 12 font. All text is aligned left, with the first line of each paragraph of the paper indented half an inch.

Internal Headings

APA uses internal headings to highlight important topics throughout the paper, and help the reader follow along with the writer's ideas.

Formatting and Guidelines:

- First-level headings describe the main ideas that support the thesis, and label the sections of the paper.
 - They are used for main points within the paper.
 - These are in bold, and centered on the page.
- Second-level headings label sections within the major subheadings of the paper.
 - They are for sub points that fall under the First-level headings.
 - These are bold, and left aligned because they are part of the larger section heading.

ABBREVIATED TITLE (50 CHARACTERS OR LESS)

4

First-Level Headings (Major Point in the Paper)

Since APA format was designed to help organize research findings for publication, internal headings may be required to separate multiple sections within the body of the paper.

Second-Level Headings (Major Point Within First-Level Subheading)

See the APA citation manual for further information on additional APA level headings.

Note: Your instructor will tell you if they want you to use headings within your paper.

References Page

In APA, the References page is where you list the sources you used to inform your ideas and cited in your paper.

Formatting:

- “References” is the title of the page, and is centered at the top.
- Each entry is listed alphabetically by the first word of the entry, except for articles (a, an, the).
 - If an entry starts with a, an, or the, use the second word of the entry for alphabetizing.
- All text is double-spaced with hanging indents, which have the first line of each entry aligned left, with subsequent lines indented half an inch from the left margin.
 - To set hanging indents, select the text on the References page, and go to the Paragraph section of the top menu, then look at the Indentation section, then to the drop-down menu titled Special, and then select Hanging. Then, click Okay to add it to the page.
 - In short: Paragraph → Indentation → Special → Hanging → Click Okay

ABBREVIATED TITLE (50 CHARACTERS OR LESS)

5

References

Calfee, R. C., & Valencia, R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

Mische, A. (2009, September). Projects and possibilities: Researching futures in action. *Sociological Forum*, 24(3), 694-704. doi: 10.1111/j.1573-7861.2009.01127.x

Note: For further help, see our additional APA handouts, the APA Manual, or apastyle.org.

The following pages are a template of what an APA paper should look like when formatted properly. Pay close attention to features like:

- The Running head, and the fact that the words “Running head” only appear on the very first page of an APA paper
- Font is Times New Roman, size 12
- Entire paper is double spaced
- Page numbers are in the upper right corner
 - Note that you do not need to include your last name by the page number
- The order of the elements of the APA paper, which are as follows:
 - Title Page (if required)
 - Abstract (if required)
 - First page of essay (with full title at the top)
 - Body of essay
 - References Page

Title:

Subtitle if Present

Your First Name Last Name

College of Western Idaho

Abstract

Full Title: Subtitle if Present

Introduction

Introduction paragraph(s).

Section Heading One

Body paragraph(s)

Subsection Heading One of Section One

Body paragraph(s).

Subsection Heading Two of Section Two

Body paragraph(s).

Section Heading Two

Body Paragraph(s).

Subsection Heading One of Section Two

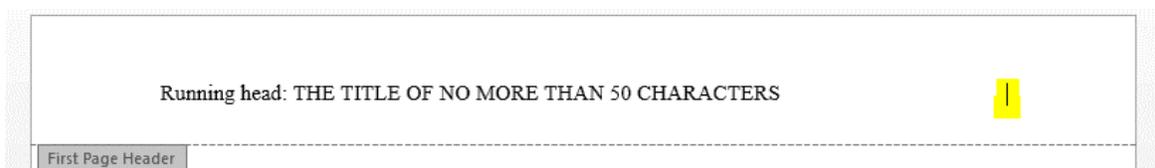
Body Paragraph(s).

References

APA Running Head Formatting Using Microsoft Word



1. Double-click in the **Header section** of the paper, near the very top of the page.
2. In the “Header & Footer Tools” click to check **Different First Page**.
3. Make sure the font is **Times New Roman, size 12**.



4. In the Header, type “Running head:” then in all caps, abbreviate your title using no more than 50 characters.
5. For the **page number**, bring your cursor to the far right of the Header. You may need to press Tab.
6. On the Design tab, click **Page Number**, then hover over **Current Position**, and click **Plain Number**.

Notes on Running head/APA Headers

- “Running head:” with the abbreviated title will only appear on your first page header.
 - Only your abbreviated title will appear on the other pages of your paper.
- Page numbers will appear on each page of the document in the upper right corner.
- If a cover/title page is required for your paper, then it will have the Running head.
 - If a cover/title page is not required, then the Running head will appear on the first page of your paper.
 - If you have a cover/title page, it does not count as part of the total page requirement for your paper, even though it says page 1.
 - The actual body of the paper starts after the abstract page (if required).

APA Source Integration

Paraphrases, summaries, and/or direct quotes are strategies to integrate ideas from other writers into your paper. Again, consistent, proper citation of sources is an important part of avoiding plagiarism and increasing your credibility as the writer. Please see the *Quote Sandwich* handout for further information about ways to integrate sources.

When integrating sources, be sure not to change the original meaning/intent of the information from the source. This means that you should never force a source to fit the point of your work.

Paraphrase

Paraphrasing is putting ideas from your source(s) into your own words and does not require quotation marks. Be purposeful with phrasing, because using words that sound similar to the words in your sources can still be a form of plagiarism. The purpose of paraphrasing is to communicate the same idea, using your own words in a way that fits your writing style for the paper.

Paraphrasing is often used for single sentences or paragraphs.

Example of Avoiding Plagiarism in Paraphrases

The sections bolded below indicate the pieces of each sentence that match too closely to be a true paraphrase. Even though the words are different, more has to be done than just changing the words. The words have to be expressed in a new way.

(Example from *Radical Candor* by Kim Scott).

Source: At first blush, it seems like achieving results is more a matter of challenging directly than caring personally.

Plagiarism: At first, it can look like getting results is more about setting direct challenges than personal care.

Paraphrase: In chapter 4, Scott expresses that when first looking at how to achieve collaborative results, it can appear as if it's important to set challenges for people, when in reality it is more important to care about your team (75).

Note: Make sure you cite the source you are paraphrasing by using a signal phrase. For example, "The source suggests..."). Use the signal phrase along with an in-text parenthetical citation. Even if you have put the information in your own words, it is important to include the citation to avoid plagiarism, because you got the information from someone else. Please see our *Plagiarism* and *In-text Citations* handouts for more details.

Summary

A summary takes a large amount of information and condenses it to the main points, written in your own words. It needs to accurately represent the ideas from the source.

A summary is often used to cover information from a larger work, such as an entire chapter, a movie, or even an entire book. The point of a summary is to highlight themes, key points, and main arguments and ideas from a source.

One type of summary is a synopsis. A synopsis is usually found on the back of a movie case, back cover of a book, or inside the front flap of a hardcover book.

Sample Movie Synopsis:

“When Thor's evil brother, Loki (Tom Hiddleston), gains access to the unlimited power of the energy cube called the Tesseract, Nick Fury (Samuel L. Jackson), director of S.H.I.E.L.D., initiates a superhero recruitment effort to defeat the unprecedented threat to Earth. Joining Fury's "dream team" are Iron Man (Robert Downey Jr.), Captain America (Chris Evans), the Hulk (Mark Ruffalo), Thor (Chris Hemsworth), the Black Widow (Scarlett Johansson) and Hawkeye (Jeremy Renner).”
(Synopsis from Google)

Direct Quote

A direct quote uses two or more of the source's exact words, and integrates them into the paper. These include quotation marks to signal that it is a direct quote.

Example:

According to *Play: How it Shapes the Brain, Opens the Imagination, and Invigorates the Soul* (2010), “... play can be scientifically proven to be useful”
(Brown, p. 31).

Integrating Direct Quotes

<p>Prior to quoting a whole sentence, provide the reader with a connection between the quote and the main point. Put a colon between a complete sentence and the quote.</p>	<p>Example: <i>Play</i> (2010) suggests that there is more to playing than we might first assume: "... play can be scientifically proven to be useful" (Brown, p. 31).</p>
<p>Ghost Quotes are quotes that have no connection to your points. Always explain how a quote relates to the main point. The example given does NOT offer proper context, and is a ghost quote.</p>	<p>Error: Staying on task is important. "... play can be scientifically proven to be useful" (Brown, p. 31).</p>

Direct Quote Integration Methods

Examples

<p>Quotes should be exact, but they also need to fit the grammar of your sentence. Use brackets [] to indicate words you changed to fit your sentence better.</p>	<p><i>Play</i> (2010) informs readers that "... [playing] can be scientifically proven to be useful" (Brown, p. 31).</p>
<p>Using Ellipses (...) When shortening a quote to focus on relevant points for your paper, use ellipses (...) to indicate where you left words out. Sometimes quotes include information not actually relevant to your work, so you can leave them out.</p>	<p>Full example: "Kids think history is dry as a bone if they are forced to memorize dates and names, but let them play a game of Diplomacy or imagine themselves living on the frontier in colonial times and history comes alive" (Brown, p. 100).</p> <p>Example with Ellipses: "Kids think history is dry... if they are forced to memorize dates and names, but let them play a game... and history comes alive" (Brown, p. 100).</p>

Examples found in: Brown, S. M.D. & Vaughan, C. (2010). *Play: How it shapes the brain, opens the imagination, and invigorates the soul*. New York, NY: Penguin Group.

APA Block Quotes

A block quote is a form of direct quotation that shares longer information from a source in a format that stands out from the rest of the paper. If a direct quote has 40 words or more, a block quote is required. In APA, block quotes should be avoided, and almost never used. APA prefers paraphrasing over all types of direct quotes.

When to use a Block Quote:

- Do your best to avoid using block quotes.
 - Using too many block quotes reduces your credibility as a writer because it can end up looking like you are relying on other people's words instead of letting their ideas inform or support your own.
- Using paraphrasing and other forms of source integration helps the reader follow along with your work, because block quotes can interrupt the flow of your paper.
- If there is absolutely no other way to include the information from a source, and if there is no other effective way to convey the same information, then a block quote may be necessary.
 - Please visit the Writing Center to get help with shortening long quotes, paraphrasing, and summarizing information from sources.

Block Quotes Guidelines:

- If you are using a block quote, only use one per every four pages of your paper.
- Use a signal phrase (e.g., "Smith (2012) states . . .") before the quote and discuss the information after the quote to better argue your point. See the example below.
- Quotation marks are not necessary.
 - Instead, it is best to use a colon (:) before the information begins in order to signal the start of the block quote.
- The in-text citation goes after the final punctuation mark of the block quote.
- The whole quote must be indented half an inch from the left.
- After the block quote ends, continue your paragraph without an indentation. See example below.
- Do not end a paragraph with a block quote.
 - As with all sources and paragraphs, make sure to analyze the quoted information, and/or discuss why the information matters in the context of your paper.

Block Quote Example

For students to get the most out of the CWI Writing Center, it is crucial to understand the Writing Center's purpose and function. The Writing Center (2019) webpage provides information on their services and philosophy:

The Writing Center is a place where students can get help with academic, creative, and professional writing. Writing Center consultants are careful readers and listeners. As such, they will not edit papers, but will instead offer strategies for revision and help identify errors. They help with any type of writing at any stage of the writing process, including brainstorming, drafting, revising, and polishing. (The Writing Center. para. 1)

This information provides a description of The Writing Center, and how writing consultants help support students. In essence, this quote describes the Writing Center's ability to guide and develop writer's skills without editing or doing the work for them.

Note: In this example, we used a web page, and cited the paragraph number in the in-text citation.

APA In-Text Citations

In-text citations are used throughout your work to provide the reader with source information to identify where the information came from, along with giving credit to the original author. Using in-text citations correctly helps writers avoid plagiarism, which makes in-text citations a vital part of academic integrity.

Please refer to the APA Manual (6th edition) or APA website (www.apastyle.org) for more details on specifics and variants of in-text citations.

Basic Format:

- Parenthetical references have parentheses () with the author's last name(s), the date of publication, and the page number all separated by commas. (See chart for examples.)
- In general, most in-text citations will use only the year for the date of publication.
- The period of the sentence is after the parenthetical reference, except in a block quote.
- When there are multiple authors:
 - Use "and" in signal phrases between the last names of the final two authors
 - Use the ampersand (&) for parenthetical references between the last names of the final two authors.
 - See examples below

Basic In-Text Citation Examples:

(Note: Examples are in Times New Roman font according to APA Style).

Type/Number of Author(s)	Signal Phrase		Parenthetical Reference in paper	
	<i>1st use of source in paper</i>	<i>Further use of source in paper</i>	<i>1st use of Source in paper</i>	<i>Further use of source in paper</i>
<i>1-2 authors</i>	In the article by Howard and Wallis (2011)	Howard and Wallis (2011)	(Howard & Wallis, 2011)	(Howard & Wallis, 2011)
<i>3-5 authors</i>	According to the article by Howard, Wallis, and Smith (2011),	Howard et al.* (2011)	(Howard, Wallis, & Smith, 2011)	(Howard et al., 2011)
<i>6 or more authors</i>	In the book, Jones et al. (2011) writes that,	Jones et al. (2011)	(Jones et al., 2011)	(Jones et al., 2011)
<i>Organizations w/ identifiable abbreviation**</i>	According to the Writing Center (WC, 2011) website	WC (2011)	(Writing Center [WC], 2011)	(WC, 2011)

* et al. - an abbreviation meaning “and others.”

** For organizations without an identifiable abbreviation, do not abbreviate the name of the organization

Author Mentioned in the Signal Phrase Example:

According to H. Kolb (2015) in his book *Mark Twain*, Twain “had what might be called a multiplying imagination” (p. 87).

Author Mentioned in the Parenthetical Reference Example:

Scholars who studied Mark Twain believe he “had what might be called a multiplying imagination” (Kolb, 2015, p. 87).

Note: The first word of the parenthetical reference should match the first word of the References entry.

In-text Citations when there is No Identifiable Author:

If there is no author, use the title of the work for your in-text citations. For sources that are part of a complete work (e.g. article or chapter), use quotation marks around the title. For sources that are complete works (e.g. book or journal), italicize the title.	(“Article Title”, 2015, p. 3).
	<i>(Book Title, 2015, p. 45).</i>
Include the page number or page range for books or journals and paragraph numbers for websites.	(p. 57) for page 57.
	(pp. 11-15) for pages 11 through 15.
	(para. 5) for the fifth paragraph of the website.

Special In-Text Citation for Personal Communication

E-mails, interviews, memos, letters, and other unpublished person-to-person communication are considered personal communication in APA.

So, there will be no entry on the References page, only in-text citations in the body of the paper where the e-mail is referenced.

Example:

(First Initial. Last Name, personal communication, Date received).

(R. Ledezma, personal communication, May 5, 2015).

APA References: Common Examples

The APA References page is the part of the paper where you list all of your sources so that readers can see where you got the information, and find that same information later on. This helps maintain academic integrity, and demonstrates that you took the time to do research to inform your ideas, which helps build more credibility. The entries on the References page are always alphabetized.

APA does not have Core Elements for Reference entries the same way that MLA does, so you will need build your Reference entries on a source-by-source basis. The examples on this handout are from specific types of common sources.

Note: APA Reference entries use “&” instead of the word “and” when there are multiple authors.

Book with one author:

Author Last Name, First Initial(s). (Date of publication). *Title of book; use uppercase for the first word of the title and subtitle, and for any proper nouns.* City, State of publication:
Publisher.

Theophano, J. (2002). *Eat my words: Reading women's lives through the cookbooks they wrote.*
New York, NY: Palgrave.

Book with 2 authors:

First Author Last Name, First Initial(s) & Second Author Last Name, First Initial(s). (Date of publication). Title of work: Subtitle if present. City of publication, State: Publisher.

Brown, S. M.D. & Vaughan, C. (2010). *Play: How it shapes the brain, opens the imagination, and invigorates the soul.* New York, NY: Penguin Group.

Journal article with 3-7 authors:

Last name, First Initial(s), & Last Name, First Initial(s). (Date of publication). Title of Article: Subtitle if present. *Title of Journal*, *issue/volume number*, page range.

Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., Harlow, T., & Bach, J. S. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Personality and Social Psychology*, *65*, 1190-1204.

Books with more than seven authors:

Use ellipses in place of the authors' names after the sixth author and then use the last author's name. There should never be more than seven names listed in an entry.

Last name, First Initial(s), ... Last Name, First Initial(s). (Date of publication). Title of Article: Subtitle if present. *Title of Journal*, *issue/volume number*, page range.

Miller, F. H., Choi, M. J., Angeli, L. L., Harland, A. A., Stamos, J. A., Thomas, S. T., . . . Rubin, L. H. (2009). Web site usability for the blind and low-vision user. *Technical Communication*, *57*, 323-335.

Journal article from a database without a DOI:

Last name, First Initial(s). (Date of publication). Title of article. *Title of Journal*, issue/volume number, Page number(s). Retrieved from <http://www.somewebpage.com/full/url>

Pfrenger, W. (2017). Cultivating places and people at the center: Cross-Pollinating literacies on a rural campus. *Journal of Basic Writing*, 36(1), 87–119. Retrieved from <http://cwi.idm.oclc.org/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=ufh&AN=130122253&site=ehost-live&scope=site>

Journal article from a database with a DOI:

Last name, First Initial(s). (Date of publication). Title of article. *Title of Journal*, issue/volume number, Page number(s). doi:000000000/0000000000000

Mische, A. (2009). Projects and possibilities: Researching futures in action. *Sociological Forum*, 24, 694-704. doi: 10.1111/j.1573-7861.2009.01127.x

Map, Chart, or Illustration from a website:

Title of Map [Map]. (Date of publication). Retrieved from the organization’s website: URL.

Reference Map of Idaho [Map]. (2014). Retrieved from One World – Nations Online website: www.nationsonline.org/oneworld/map/USA/idaho_map.htm

Short work from a website:

For this example, we used a web page that didn’t have a specific author but belongs to the Centers for Disease Control and Prevention. If you use a source that has an author, the entry would follow the same format as previous examples.

Organization Name. (Date of publication). Title of document. Retrieved from <http://www.somewebpage.com/full/url>

Centers for Disease Control and Prevention. (2014). Immunization Schedules. Retrieved from <http://www.cdc.gov/vaccines/schedules/>

Article or chapter in an edited book or an anthology:

Last Name, First Initial(s). (Date of publication). Title of article/chapter. In Editor(s) First Initial(s), Last Name, & First Initial(s), Last Name (Ed(s).), *Title of anthology* (page range). City, State of publication: Publisher.

Atwood, M. (2012). Happy endings. In X.J. Kennedy & D. Gioia (Eds.), *Backpack literature: An introduction to fiction, poetry, drama, and writing* (pp. 290-293). Upper Saddle River, NJ: Pearson.

Film or Video:

Last Name, First Initial(s). (Director). Last Name, First Initial(s). (Producer). (Publication Date). *Movie title* [Movie Format (DVD, Blu-Ray, etc.)]. Available from Production Company Name, Production Company Address.

Lucas, F. (Director/Producer). (2005). *Star wars episode III: Revenge of the sith* [DVD]. Available from 20th Century Fox, PO Box 900, Beverly Hills, CA 90213-0090.

Note: Some sources do not have an individual author. For these sources, use the organization name or put the title of the work first.

APA Common Online References

Because there are so many types of web-based/online sources, APA has released new ways to cite these types of information. Below are some common examples of electronic entries for the References page.

Note: For emails, please see the *APA In-text Citation* page.

Data Set or Graphic Representation

Name of Organization. (Publication Date). *Title*. [Data Set/Graphic Representation] Retrieved from <http://www.somewebpage.com>

W. W. Norton & Company. (2015). *Genres* [Graphic Representation]. Retrieved from https://www.wwnorton.com/college/english/write/fieldguide/images/genres_img05new.gif

Entry or Comment on a Blog

Last Name, First Initial(s). (Posting Date). Title [Web log post/Web log comment]. Retrieved from <http://www.somewebpage.com>

Hutchinson, B. [2014]. Top 25 writing blogs [Web log post]. Retrieved from <http://positivewriter.com/top-25-writing-blogs/>

Facebook Post

Last Name, First Initial(s). [Author]. (Posting Date). Include up to the first 40 words of the facebook post [Facebook status update]. Retrieved from

<http://www.facebook.com/authorauthor>

College of Western Idaho. (2016, June 20). Good luck to the CWI students traveling to Louisville, KY this week to compete in the SkillsUSA national conference! [Facebook status update]. Retrieved from <https://www.facebook.com/CollegeofWesternIdaho/posts/>

Online Audio File

Last Name, First Initial(s). (Publication Date). Title [Audio file]. Retrieved from <http://www.page.com>

Bronte, C. (2007, May 19). *Jane Eyre* [Audio file]. Retrieved from <https://librivox.org/jane-eyre-by-charlotte-bront/>

Online Book or E-book

Last Name, First Initial(s). (Publication Year). *Title*. Retrieved from

<http://www.somewebpage.com>

McGuinness, M. (2007). *Time management for creative people*. Retrieved from

<http://www.printfac3.com/eBook/creativetime.pdf>

Online Video Clip

Last Name, First Initial(s). (Publication Date). Title [Video file]. Retrieved from

<http://www.somewebpage.com>

Goffman, A. (2015, March). How we're priming some kids for college - and others for prison

[Video File]. Retrieved from https://www.ted.com/talks/alice_goffman_college_or_prison_two_destinies_one_blatant_injustice

Podcast

Last Name, First Initial(s). (Posting Date). Title [Audio podcast]. *Series Title*. Retrieved from

<http://www.somewebpage.com>

Fogarty, M. (2010, July 22). Active voice versus passive voice (No. 232) [Audio podcast].

Grammar Girl. Retrieved from <http://www.quickanddirtytips.com/education/grammar/active-voice-versus-passive-voice>

Tweet

Last Name, First Initial(s). [username]. (Posting Date). #Entire tweet is entered here [Tweet].

Retrieved from <http://twitter.com/username/status/000000000000000000>

Gil. [Gil]. (2015, June 1). #Here 2 say @Petco is getting better about more #cats in their

commercials, but it's 70/30 in terms of % 2 dogs. Should be 50/50 – like logo. [Tweet].

Retrieved from <https://twitter.com/gilv/status/605515182190804994>

[Updated April 2019]