APA Quick Guide

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Basic Formatting:

Font: Acceptable fonts include Times New Roman, Arial or Courier. Font size = 12 point.
Spacing: APA requires that the entire paper be double spaced, including long quotes.
Margins: APA requires 1 inch margins top, bottom, left and right.
Paragraph Indentation: 5-7 spaces (This does not apply to quotes longer than 40 words).
Pagination: Page number appears one inch from the right edge beginning with the title page.

Title Page:

Running Head: A "running head" is a short 4-5 word title for your paper. It is typed on the first line of the first page, beneath the header. Type the running head flush left at the top of the title page. Type the words "Running head:", followed by a colon, then type your short title in all UPPERCASE.

Title: The title of your paper should be centered in the middle of the page, and typed in upper-case and lowercase letters. It includes the full title of your paper, your name and qualifications, and then your affiliations - in this case, the school you attend. It should also include the date.

Download: Visit http://web.indstate.edu/nurs/mary/apatitle.htm for an already formatted title page in Word that you can download. Also see http://www.apastyle.info/template.shtml.

In Text Citations:

General Rules:

- If you refer to someone else's work or paraphrase their work, you must cite the author and the year in the text of your paper and create a citation on the reference page.
- If you make a direct quote from someone's work, the material used must be identified in quotes. You must cite the author and the year in the text of your paper, and create a citation on the reference page.
- Page numbers are required for direct quotations, but not for paraphrased ideas.
- A quotation of fewer than 40 words should be enclosed in double quotation marks. Quotes longer than 40 words must be indented.

Examples:

Direct Quote Example: As Childs (1981) reports, "the number of people suffering Multiple Personality Disorder continues to grow" (p. 32).

Paraphrase Example: Mental health workers must be aware that the number of cases of Multiple Personality Disorder continues to grow (Childs, 1981).

One author - Issac (2001) indicated in his research... or In a recent study, research indicates (Isaac, 2001)...

Two or more authors - (Smith & Jones, 1995, p. 11) or (Franklin, Childs, & Smith, 1965) or (Franklin et al., 1965, p. 135)
When a work has two authors, always cite both names every time the reference occurs. For works with three, four, or five authors, cite all authors the first time the reference occurs. In subsequent citations, include only the last name of the first author followed by et al.

When a work has no authors - ("New Student Center," 2002)
Cite in text the first few words of what appears first for the entry on the list (usually the title) and the year.

Specific parts of a source - (Yount & Molitor, 1982, p. 19) OR (Cooper, 1983, chap. 4)

Disclaimer: This is a quick guide to the APA style. It is not intended to replace the Publication Manual of the American Psychological Association, (5th ed.) or your instructor's specific requirements. Only selected citations were chosen for inclusion here. For other examples see the printed APA Manual. **Use this only as a guide.**

Reference Page:

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See an example of an APA style Reference Page here: **http://web.indstate.edu/nurs/mary/refexam.htm**

Basic Formats:

Book, One Author - Schroeder, R. (2002). *Nursing students are the best.* Seattle: American Educators Press.

Book, Two Authors - Strunk, W., & White, E. B. (1979). *The elements of style* (3rd ed.). New York: Macmillan.

Book, Editor but no Author - Lethridge, S., & Cannon, C. R. (Eds.). (1980). *Bilingual Nursing.* New York: Praeger.

Brochure
Research and Training Center on Independent Living. (1993). Guidelines for Reporting Elder Abuse (4th ed.) [Brochure]. Lawrence, KS: Author.

Computer Software
Miller, M. E. (1993). *The Interactive Tester* (Version 4.0) [Computer Software]. Westminster, CA: Psytek Services.

Encyclopedia Entry - Imago. (2000). In *World Book Encyclopedia* (Vol. 10, p. 79). Chicago: World Book Encyclopedia.

Journal Article, One Author
Simon, A. (2000). Perceptual comparisons through the mind's eye. *Memory & Cognition, 23*, 635-647.

Journal Article, Two Authors
Becker, M. B., & Rozek, S. J. (1995). Welcome to the energy crisis. *Journal of Social Issues, 32*, 230-343.

Journal Article, pages numbered by issue
Birney, M. (1991). Psychoneuroimmunology: A holistic framework for the study of stress and illness. *Holistic Nursing Practice*, *5*(4), 32-8.

Journal Article, pages numbered by volume
Herberman, R., & Ortaldo, J. (1981). Natural killer cells: Their role in defenses against disease. *Science*, *14*, 24-30.

Magazine Article, One author
Garner, H. J. (1997, July). Do babies have a universal song*? Psychology Today,102,* 70-77.

Newspaper Article, No Author - Study finds free care used more. (1982, April 3). *Wall Street Journal,* pp. A1, A25.

Personal Communications (includes Interviews, Phone Conversation, emails, etc)
"Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible." (*APA Manual*, section 3.102)   **Example:** (M. Curtain, personal communication, April 1, 2000).

Electronic Formats:

Articles from ProQuest or other online full text databases
The citation is done as if it were a paper article & then followed by a retrieval statement that identifies the date retrieved & source.

Sahelian, R. (1999, January). Achoo! *Better Nutrition, 61,* 24. Retrieved September 17, 2001, from Academic Index.

Schroeder, R. (2002). Nursing students are the best! *Journal of Nursing Education, 8* (2), 218-132. Retrieved December 12, 2002 from ProQuest database.

Web Page - *The citation should include as much information as can be determined from the source. Need help identifying citation elements? Ask a Librarian* (Formula = Author, A. A. (2000). *Title of work.* Retrieved month day, year, from source.)

Goreraft, C. R. (2005). *Kayakers and Other Floating Crazies.* Retrieved April 1, 2005, from http://www.riverrat.org.

Web Page - Private Organization
Midwest League. (2003). *Pitching.* Retrieved October 1, 2003, from http://www.midwestleague.com/indivpitching.html.

Web Page - Chapter or Section in an Internet Document
Thompson, G. (2003). Coaching. In *Joe soccer.* Retrieved May 17, 2001, from http://www.joesoccer.com/menu.html.

Web page, Government Author
Wisconsin Department of Natural Resources. (2001). *Glacial habitat restoration areas.* Retrieved September 18, 2001, from http://www.dnr.state.wi.us/org/land/wildlife/hunt/hra.htm.