APA CITATION GUIDELINES

HOW TO FORMAT YOUR PAPER

The paper should be typed, double-spaced on standard-sized paper with 1" margins on all sides using Times New Roman font or a similar font in 10-12 pt. The following rules are extracted from the standard APA guide. **However, follow these rules only if there are no specific recommendations from your instructor.**

The paper should include four major sections: Title Page, Abstract, Main Body, and References.

Every page should include a page header in the upper right-hand. To create a page header, type the first 2-3 words of the title of the paper, insert five spaces, and then give the page number.

It is mandatory to cite every source used as documentation in writing the paper. A citation consist of two parts: brief identifying information within the text of your paper given wherever you incorporate another individual’s words or ideas (parenthetical citations) and the full bibliographic information listed in the References list.

TITLE PAGE

The title page should include the page header, the running head, title of your paper, and your name and your affiliation. The running head is an abbreviated title of your paper in 50 characters or less in all caps, written on the first line of the title page flush-left. The title, name and affiliation are typed in the upper half of the page and are centered on separate lines.

Note. The running head appears only on the title page while page header appears on each page of the paper.

ABSTRACT

Begin a new page. On the first line of the abstract page, center the word “Abstract” (otherwise unformatted, no bold, italics, underlining, or quotation marks). Starting with the next line, write a concise summary of your paper. The abstract should be a single paragraph double-spaced of less than 120 words. Do not indent.
**MAIN BODY**

Begin a new page. Write your paper. Don’t forget to give credit to the sources you used to write your paper!

**REFERENCE CITATIONS IN TEXT**

The parenthetical citation (or in-text citation) identifies the source of the information and enables the reader to locate the source in the Reference list at the end of your paper. The basic parenthetical citation includes the author's last name and the year of publication.

<table>
<thead>
<tr>
<th>Works with one author</th>
<th>Williams (1998) addresses … (Williams, 1998)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Works with two authors</td>
<td>Watson and Taylor (1999) note that …. (Watson &amp; Taylor, 1999)</td>
</tr>
<tr>
<td>Works with three to six authors</td>
<td>First citation: Wells, Jones, and Smith (1997) note that …. (Wells, Jones, &amp; Smith, 1997)</td>
</tr>
<tr>
<td></td>
<td>In subsequent citations: (Wells et al., 1997)</td>
</tr>
<tr>
<td>Works with seven or more authors</td>
<td>Johnson et al. (2008) note …. (Johnson et al. 2008)</td>
</tr>
<tr>
<td>Organization as author</td>
<td>First citation: According to National Institute of Mental Health [NIMH] (1994) …. (National Institute of Mental Health [NIMH], 1994)</td>
</tr>
<tr>
<td>Works with no author</td>
<td>(Anonymous, 1996)</td>
</tr>
<tr>
<td>Authors with the same last name</td>
<td>In their separate studies on human intelligence, P.A. Jones (2001) and W.T. Jones (2005) found …</td>
</tr>
<tr>
<td>Works with no publication date</td>
<td>(Jones, n.d.)</td>
</tr>
<tr>
<td>Specific parts of a work</td>
<td>(Walters &amp; Smith, 1996, p. 25)</td>
</tr>
</tbody>
</table>

**Note.** To cite a specific part of a work, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations. The words page and chapter are abbreviated in the parenthetical citation as p. and chap.
# REFERENCES

The principal reason for the list is to provide the information needed so that the reader(s) of your paper can identify and locate, if desired, the sources used in the course of your research. The **References** list is double-spaced and should begin on a new page. Each entry starts at the left margin and all subsequent lines of the entry are indented. The list is alphabetized by the last name of the first author and, in the absence of an author’s name, the entry is alphabetized by the title. There is only one space after all punctuation marks.

## BOOKS

### One Author

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Location</th>
</tr>
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</table>

### Two or more authors

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Location</th>
</tr>
</thead>
</table>

*Note:* If a book has seven or more authors, list the first six authors and abbreviate remaining authors as *et al.*, not italicized and with a period after *al.*

### Edited Books

<table>
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<tr>
<th>Author</th>
<th>Title</th>
<th>Location</th>
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### Chapter in an Edited Book

<table>
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<tr>
<th>Author</th>
<th>Title</th>
<th>Location</th>
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</table>

### E-Books

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<tr>
<th>Author</th>
<th>Title</th>
<th>Location</th>
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### PERIODICALS

#### Print Resources

**Academic Journals**  

**Note**: For journal articles with three to six authors, lists all authors. For journal articles with more than six authors, use *et al.* after the sixth author’s name to indicate the remaining authors of the article.

**Newspapers & Magazines**  
Note: When referencing a newspaper article, use the abbreviation p. for page and pp. for pages. When a newspaper is divided into sections, list the section before the page, e.g. p. A1. If an article appears on discontinuous pages, give all page numbers and separate them with a comma, e.g. pp. C1, C4, C5-C8. If an article has no author, list the article title and follow it with the date.


**Electronic Resources – Library Databases**

**Journal Articles**


Note. The recent APA changes requires that DOI (Digital Object Identifier) to be included whenever available. However, follow this instruction only when a professor requires you to use DOIs.


**Newspapers & Magazines**


Note. The recent APA changes specify that an URL that does not fit on one line can be divided before any punctuation marks (except for the "http://").
## Electronic Resources – Free on the Web

### E-Journals

### Newspapers & Magazines

## GOVERNMENT REPORTS

### Available from Government Printing Office (GPO):

### Available from other sources

### Government Report on the Web
### INTERNET SOURCES

**Entire Web Site**

**Note.** If you refer to an entire Web site, you do not need to include an entry for it in your reference list, but must identify the source clearly in the text of your paper. For example:

The mission of the Environmental Protection Agency is to protect human health and the environment ([http://www.epa.gov/](http://www.epa.gov/)).

**A specific page within a Web site**


**Blog Entry**


### AUDIO-VISUAL MEDIA

**Audio Recording**


**Music Recording**


**Videocassette/DVD**

Shaffer, K., Tracy Brown (Executive Producers), Paul Atkins, P. & deGruy, M. V. (Producer/Director/Photograph) (1987). *Nautilus, the ancient mollusk* [videorecording]. Chicago, IL : The Film Crew and Moana Productions.

**Motion Picture**


For more detailed information and additional examples, please refer to the *APA Publication Manual* located at the reference desk:


*Reference Desk BF 76.7 P83 2001*