APA DOCUMENTATION GUIDE

Title Page, Headings, and Page Numbers

Adjust the margins of your document to 1 inch from every side. Sometimes this is the standard for Microsoft Word, but always check just in case. Also change your font to Times New Roman, 12 point, the standard and accepted font. The entire document, including the title page, should be double spaced. To set this, you can click on the shortcut in the Home bar in Word that controls Line and Paragraph spacing, and then select “2.” You could also right click on the document, go to “Paragraph,” and adjust line spacing to “double.”

Most APA papers have a title page, which comes before the rest of the paper on a separate page. The title page begins the numbering for the paper and should, therefore, be page one. The title page lists the title, author’s name, the instructor’s name, the course title or number, and the date the assignment is due. This information is located in the center of the title page with each piece of information on a separate line.

If your professor has any special recommendations or formats, follow the professor’s guidelines.

APA format typically has a special header, called a running head. This is a shortened version of your title (or all of your title, if your title is shorter) and is placed in the header position, flushed left at the top of every page. Your page number should be on the same line, but flushed right. The running head is in ALL CAPS. Your title page is different than the subsequent pages, however. On the title page, you include the actual text, running head. Therefore, the header on your title page should look like this: Running head: TITLE. The other pages should only have: TITLE.

Sample Title Page:
The Tricks to Writing in APA Format

Joe Peters

Professor Johnson

PSYC 1101

7 March 2012

To insert the running head and page number in Microsoft Word, double click on the top part of the document. A tab for Header & Footer Tools should pop up. Check the box for “Different First Page.” This will allow you to have the “Running Head” part of the header on your first page but not the other pages. Then click on Page Number and select Top of Page, then Plain Number 1. To add your running head, type your title and then hit the space bar once. To put your page number on the right, hit “Tab” twice. When you get to the second page, double click on the top of the page, type in your title next to the number, and then hit “Tab” twice to put the number on the right. You shouldn’t have to repeat this for any other pages.

In-text or Parenthetical Citations

You use in-text citations when you quote, paraphrase, or summarize an idea from another source, such as a book, journal article, or newspaper. This complements your References page at the end of your essay. In-text citations help your reader know exactly from where your information came so the reader could easily find it again. The citations also prevent plagiarizing, which happens when you use another person’s work and do not give her credit for the words or idea.

Remember: You must always cite a source. Plagiarizing is a serious crime and can result in at least failing the assignment and class.

An in-text citation tells the reader the last name(s) of the author(s), the year the work was published, and, in some cases, the page number(s) from which the quote or idea came. The reader can take that last name and should be able to find it in the References page. There are three ways to display this information:

1. Both name and year are presented in the text
   - Brown’s 1995 study examined…

2. The author’s name is presented in the text with the year immediately following
Brown (1995) studied sibling relationships…

3. Both name and year appear in parentheses
   - In a recent study of sibling relationships (Brown, 1995), it was shown that…

APA requires you to cite page numbers **only when you quote directly**, meaning you use exactly the author’s words and have quotation marks. The page number(s), preceded by p. (or pp.), will be the last element in the parenthetic reference. For example:

- Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent’s needs or concerns” (p. 541), contributing to an overall climate of negativity.

- Confusing this issue is the overlapping nature of roles in palliative care, whereby “medical needs are met by those in the medical disciplines; nonmedical needs may be addressed by anyone on the team” (Csikai & Chaitin, 2006, p. 112).

**IF……**

1. A source does not have an author, use the first few words of the reference list entry (usually the title) and the year.
   - …on free care (“Study Finds,” 2007)
   - The book College Bound Seniors (2008)…

2. A source has one or two authors, list them all each time.
   - Kessler (2003) found that among epidemiological samples…
   - …has has been shown (Joreskog & Sorbom, 2007).
   - As Kurtines and Szapocznik (2003) demonstrated…

3. A source has between three and five authors, list all the authors’ last names the first time the source is mentioned, then list only the first name and add “et al.”
   - Kisangau, Lyaruu, Hosea, and Joseph (2007) found… [first mention of source]
   - Kisangua et al. (2007) argued… [subsequent use of source]

4. A source has six or more authors, use only the first author’s last name and write “et al.” each time, including the first.
   - The study (Wasserstein et al., 2005) concluded…

5. You summarize, paraphrase, or refer to more than one source in a sentence, you can combine the citations into the parenthesis at the end of the sentence. To do this, put the sources in alphabetical order within the parenthesis and separate them with a semi-colon (;).
   - Several studies (Miller, 1999; Shafranske & Mahoney, 1998) suggested…
You use a quotation of another author in a different source (indirect sources/quotations), reference the original work in text and add “as cited in ___."

- Allport’s diary (as cited in Nicholson, 2003) reported that…

Reference List

Your Works Cited page comes at the end of your paper and starts at the top of the page following your conclusion. Remember to continue with the number following the last page of your paper when numbering your Works Cited page(s). Like the rest of your paper, double space everything and for entries that run onto the next line, indent (Tab) all lines following the first. This is called a hanging indentation. The entries must be in alphabetical order by the first author's last name or the first word in the title, ignoring any initial A, An, or The.

For article or chapter titles, capitalize only the first word in the title and in the subtitle, if any. No italics or quotation marks are needed. For journals, newspapers, and magazines, capitalize the first letter in each major word. For books and reports, only capitalize the first word in the title and subtitle, and italicize the entire title.

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*Climacteric, 8*(3), 13-18. doi: 10.1080/13697130500330325


**Commonly Used Citations:**

**Periodicals**

*Standard:*


1. **For more than seven authors**


2. **Journal Article with DOI (digital object identifier)**


3. **Journal Article without DOI**

· If no DOI is assigned and the source is from online, include the URL of the journal homepage. If the article is not from online, no URL or “retrieved from” is necessary.

4. **Newspaper Article**

- If an article appears on discontinuous pages, give all page numbers, and separate the numbers with a comma (pp. B1, B3, B5-B7).


- If found online, include the home page’s URL.


**Books and Reference Works**

1. **Entire Book**
   - *Print Version*:
   
   i. Author, A. A. (Year). *Title of work*. Location: Publisher.


   ii. Editor, A. A. (Ed.). (Year). *Title of work*. Location: Publisher.


   - *Electronic Version*:
   


   ii. Author, A. A. (Year). *Title of work*. doi:xxxxxx


2. **Book Chapter or Reference Book Entry**

- Author, A. A., & Author, B. B. (Year). Title of chapter or entry. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

*For online books, see endings for Entire Book.*

3. **Online Reference Work**


- **No author or editor:**


**Visual Media**

1. **Motion Picture**

2. **Video**


3. **Single Episode in TV Series**


4. **Article from Database**

All authors: Last name and initials. (year). Article title. *Journal title*, volume, pages. Doi

*if there’s no doi, include the URL after the page numbers.

Retrieved from http://website.com/
5. Section of a website

Author (organization). Year published. Title of section. *Title of web document*. Retrieved from URL


Author (Organization). (Year, Month). *Title of Document* (Report No. 12335646). Retrieved from URL