Title Page, Headings, and Page Numbers

A. Set Defaults

Click the arrow to access the advanced Font options. In the Font box, select Times New Roman. Set the Size to 12. Click the box “Set as Default” and choose “All documents…”. Click the arrow to access the advanced Paragraph options. Make sure the “Before” and “After” spacing boxes are set to “0”. Select “Double” under “Line Spacing”. Check the box that says, “Do not add spaces…”. Click the box “Set as Default” and choose “All documents…”. One-inch margins are the default in Word and are correct for APA formatting.

B. Headers

Double-click at the top of your document to open the header area. Click the box that says, “Different First Page”. On your title page (first page), start by typing “Running head:” and a shortened version of your title in all caps (Ex.: Running head: APA FORMAT). Press the tab key until your cursor is at the right margin of your page. Select “Page Number” from the header menu along the top. Select “Current Position” and “Plain Number.” Repeat these steps on the second page of your document, but do not include the words “Running head:” (Ex: APA FORMAT).

C. Title Page

Double-click the body of your title page to exit the header. Press enter four or five times to take your cursor about a third of the way down the page. Follow the example below to input your assignment information.

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Running head: APA FORMAT

The Tricks to Writing in APA Format

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Professor Johnson

PSYC 1101

7 March 2012
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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…
   - …as has been shown (Joreskog & Sorbom, 2007).
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• 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]
   • Kisangau 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…

6. 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…
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Reference List

Your References 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 References page(s). Like the rest of your paper, double space everything and for entries that run onto the next line, use the hanging indent. To set the hanging indent, click the arrow to open the advanced Paragraph options. In the indentation section, select “hanging” in the Special Indentation drop-down menu. 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.


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
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- **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:xxxxxxx


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:

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Visual Media
1. Motion Picture

2. Video

3. Single Episode in TV Series