PAGE SETUP  (Section 8.03, pp. 228-230)
- Uniform margins of at least one inch on all sides
- All parts double spaced
- No extra spacing before or after the paragraph
- Left justification—text is aligned on the left side only; the right margin is left ragged
- Page numbers in the upper right hand corner,
  - starting on the title page
- Running head (an abbreviated title, it should include the same words as the title, just not as many words)
  - Flush with left margin
  - In header
  - Appears on the title page and each subsequent page
    - Only the title page includes the words “Running head:”
    - You will need to establish a second header for page 2 and following
  - All capital letters (after “Running head:”)  
  - Maximum of 50 characters including letters, punctuation, and spaces
  - If your title is short, it is permissible to use the entire title as the running head
  - The running head on page one (the title page) will appear like this:

Running head:  A GUIDE TO APA FORMATTING

The running head on page two and on each subsequent page will appear like this:

A GUIDE TO APA FORMATTING

- Type face
  - Times New Roman (preferred; may use another serif font face)
  - 12-point font
  - Avoid sans serif fonts except for use in tables or diagrams
- Paragraph indentation 5-7 spaces or a half inch (standard paragraph indent)
- Do not use a hyphen to break words at the ends of lines. Instead, let your word processor wrap the text to the next line. Avoid hitting the paragraph return unless you definitely need to start a new paragraph or need to start a new line of text.

TITLE PAGE  (Sections 2.01, 2.02,
- Type the title in upper and lower case letters, centered, on upper half of page
- No more than 12 words
- Do not use abbreviations in the title
- Author first name, middle initial, and surname (John A. Doe) on the next double-spaced line after the title
• Omit author titles and degrees from the title page
  • Include institutional affiliation on next double-spaced line (Allen College)
  • Optional at Allen College: name of course for which the paper was written on the line below the institution name and the date on the next line below the course name
  • Title page should be double spaced like the rest of the paper and all items outside of the header are centered between the left and right margins

ABSTRACT (Section 2.04)
  • Second page of paper
  • Heading “Abstract” centered on first line below the heading, centered and not boldface
  • No paragraph indentation

BODY OF THE PAPER (Section 2.05)
  • Begins on a new page, (page 2 if there is no abstract)
  • The title of the paper is repeated on the first line below the header, upper and lower case letters, centered, not boldface.
  • The introduction begins on the next double-spaced line below the title.
    ▪ The introduction should not have a heading; its position in the paper identifies it as the introduction.
  • The body of the paper follows the introduction paragraph.
  • The use of headings is recommended in an academic paper.

REFERENCES
  • Start on a separate page. Use a page break to establish the references page to maintain the proper layout of the page.
  • The word “References” should appear on the first line of the page, centered, not boldface
  • Double space all reference entries
  • Utilize a hanging indent format—the first line of each reference is set flush left and subsequent lines are indented a normal paragraph indent (this is easy with the hanging indent format in Word)

A sample paper begins on page 41 of the APA Manual. This example shows these format guidelines and also directs you to the appropriate sections of the APA Manual where you will find directions for formatting. Please note: In the first printing of the 6th edition, there is an error in the sample paper; the words “Running head;” should not appear on the pages after the title page.
HEADINGS  (Section 3.03, pp. 62-63)
Level 1    Centered, Boldface, Uppercase and Lowercase Heading
Level 2    Flush Left, Boldface, Uppercase and Lowercase Heading
               Begin text on next line.
Level 3    Indented, boldface, lowercase paragraph heading ending with a period. Text begins after the period.
Level 4    Indented, boldface, italicized, lowercase paragraph heading ending with a period. Text begins after the period.
Level 5    Indented, italicized, lowercase paragraph heading ending with a period. Text begins after the period.

The heading structure starts with level one and goes down to each subsequent heading level as you need more levels. You should have at least two subsections in a section; otherwise, avoid the use of subheadings under that particular heading. Headings can be used to ensure that your paper is complete and organized. The following is an example of how three levels of headings might be used to organize a pharmacology paper:

Drug Category or Drug Name  (title of paper)

The introduction to the paper would begin on the next double-spaced line below the title and does not require a heading. Its position in the paper identifies it as the introduction.

Mechanism of Action

Indications

Side Effects

Central Nervous System Effects

The paragraph text would begin on the next double-spaced line following a level two heading in the paper.

Gastrointestinal Effects

Extrapyramidal Effects

Dosing

Dosing in children under the age of 12

Dosing in adults
Dosing in otherwise healthy adults. The paragraph text would begin after the period of the level three heading.

Variations for adults with kidney disease.

Special considerations for the elderly.

CITATIONS (Chapter 6)

In order to avoid charges of plagiarism, you must credit the source of the information that you are using whether you are:

- quoting an author word-for-word,
- paraphrasing or summarizing what an author has said, or
- describing the ideas of another that influenced your work (APA, 2010, p. 170).

For quotations of fewer than 40 words, incorporate the quotation into the text of the work and enclose it with double quotation marks.

- If midsentence, end with double quotation marks, cite the source after the quotation marks, and continue the sentence:
  
  . . . will have better post-operative outcomes” (Wright, 2005, p. 59), but the potential for . . .

- If at the end of the sentence, close the quotation with quotation marks, cite the source in parentheses, and end with the punctuation after the final parenthesis:
  
  . . . better post-operative outcomes” (Wright, 2005, p. 59).

For a quotation of 40 or more words, use a block quotation:

- Start the block quotation on a new line
- Do not enclose the block quotation in quotation marks
- Indent each line of the block quotation about ½ inch from the left margin (same as paragraph indent)
- Indent additional paragraphs within the block an additional ½ inch
- Double space as done for the rest of the paper
- At the end of the block quote, cite the source, year, and page or paragraph number in parentheses after the ending punctuation mark of the quote (unless author and year were cited in text prior to the quote—in that instance, use just the page number). (Section 6.03)
  
  o . . . will have better post-operative outcomes. (Wright, 2005, p. 59)

- It is a good idea to introduce a block quotation with some type of statement, such as: Brown (2009) further elucidated on this point:

In Word, you can determine the word count of your quotation by highlighting the section you want to count and looking at the status bar (at the bottom of the screen) for that count. It will be displayed like this: 36/1,690 meaning the highlighted section contains 36 words and your
entire paper contains 1,690 words. If the quotation has 40 or more words, use a block format for the quotation.

When paraphrasing, it is also a good idea to include the page or paragraph number to allow easy location of the source. This is encouraged (but not required) by the APA guidelines (Section 6.04). However, your instructor may require complete citation of a paraphrase just as you would do for a direct quotation.

When you are citing a source in your paper, never separate the date from the author’s name:
Correct:
According to Knowing (2009), the outcomes supported the hypotheses.
Incorrect:
According to Knowing, the outcomes supported the hypotheses (2009).

Accuracy of Quotations
Quotations must follow the wording, spelling, grammar, and punctuation of the source even if it is not correct. Use [sic] immediately after the error to avoid confusion (Sec. 6.06)
EXCEPTIONS: (Section 6.07) These changes do not require an explanation:
• First letter of the first word of the quotation may be changed to upper or lower case to fit context of the sentence into which you place it
• Punctuation at the end of the quotation may be changed to fit the syntax of the paper
• Single quotation marks may be changed to double quotation marks and vice versa
Other changes that you make must be explained (Section 6.08/3.38)

Subsequent citations of the same author within a paragraph:
• If the first reference to the author is in the running text (i.e., it is nonparenthetical) you would include the year, in parentheses, after the author name. EXAMPLE: Brown (2007) found that people who live with pets are . . .
• Subsequent nonparenthetical references to the same author, within the same paragraph, do not require that the year be given. EXAMPLE: (in the same paragraph) Brown further stated that being a pet owner . . .
• The year should be included in ALL parenthetical citations. EXAMPLE: Research was conducted to determine if owning a pet makes a person happier (Brown, 2007; Scanton, 2005).
• If the first reference to an author within a paragraph is parenthetical [e.g., (Brown, 2007)] you need to include the year with a second, nonparenthetical, reference
• An alternative to citing the same author several times within the same paragraph is to group the information together and, through the use of transitional wording, clearly indicate that the information is all coming from the same source. This will allow you to cite once. Be sure that you include page numbers after a direct quote within that grouping.
CITATIONS IN TEXT (Sections 6.11 through 6.15; the table on page 177 is very helpful)

- Works by two authors: cite both names every time the citation occurs
  Smith and Wilson (2008) conducted their study . . .
  . . . demonstrated statistically significant differences” (Smith & Wilson, 2008, p. 54).
- Works by three, four, or five authors: cite all authors the first time the citation appears; thereafter cite only the first author, followed by “et al.” (without the quotation marks) throughout the rest of the paper. Include the year if it is the first nonparenthetical citation of the reference within the paragraph. EXAMPLES: (Smith et al., 2008) or: Smith et al. (2008) found . . . (as second citations in the paper; list all of up to five authors with the first citation of the paper)
- Works by six or more authors: cite only the first author followed by et al. for the first and subsequent citations.
  - However, if there are two references with more than two authors, the same first authors, and the same year of publication, use as many names as are necessary to distinguish the two references from each other when citing in text.

“AND” vs. “&”

- Use “and” in running text to separate the names of authors: Smith and Wilson (2008) examined the relationships . . .
- Use the ampersand (&) in parenthetical citations: “. . . the relationships were strengthened” (Smith & Wilson, 2008, p. 62).
- Use “&” in the reference list to separate the last author’s name from the previous name for references with two or more authors (note that a comma is used in the two-author reference and there is a space after each initial in the names):

SPACING AFTER PUNCTUATION AND USE OF ABBREVIATIONS (Chap. 4)

- Type two spaces after the punctuation at the end of a sentence.
- Type one space after commas, colons, and semicolons
- Type one space after periods that separate parts of a reference citation.
- Type one space after the periods that separate the initials in a person’s name (J. F. Kennedy, not J.F. Kennedy)
- No spaces after the internal periods of abbreviations (U.S.A., not U. S. A.)
- Periods are used in some abbreviations only when they are used as adjectives (the U.S. postal service, I live in the US).
- Do not use periods with capital letter abbreviations and acronyms (APA, CDC, NIMH, IQ, ADA)
• Do not use periods in abbreviations for routes of administration (im, iv, sc) or in metric or non-metric measurement abbreviations (cm, ft, hr, kg, lb, min, ml)
  o The exception to this is with the abbreviation for inch. Use a period (in.) to avoid the possibility that it could be misread.
• Abbreviations that appear as word entries (not labeled abbr) in *Merriam-Webster’s Collegiate Dictionary* do not need to be explained in the text of the paper (IQ, REM, ESP, HIV). All other abbreviations should be written out completely with first usage and followed immediately by the abbreviation in parentheses.

**COMMON REFERENCE EXAMPLES**

**Journal article:**


[where 23 = volume #, 7 = issue #, 65-72 = page #; for both print and electronic sources, the DOI number should be added after the page numbers when available]

An issue # is included only if the journal is paginated by issue (each issue starts with page 1). For electronic sources, if the article has a DOI assigned, give the DOI in the reference; no URL or database name is needed if the DOI is provided.

**NOTE:** In the reference list, “give surnames and initials for up to and including seven authors . . . When authors number eight or more, include the first six authors’ names, then insert three ellipses, and add the last author’s name” (American Psychological Association, 2010, p. 184).


**Entire Book:**


For books available only on the internet, the electronic retrieval information takes the place of the publisher location and name. For example:


**For an edited book:** *(when chapters are not individually authored)*


**For a chapter in an edited book:** *(chapters individually authored)*

In this example, “pp. 123-145” indicates the page numbers of the chapter.

Authored report from an organizational website:


ADDITIONAL POINTS ABOUT THE REFERENCE LIST

- Acceptable abbreviations for the reference list are listed on page 180 of the 6th ed.
- Make sure that each entry in the reference list is cited in your paper and that each citation in your paper has a corresponding entry in the reference list.
- Test each URL in your reference list to make sure that it takes the reader to the site that it is supposed to lead to—that is, where you obtained your information. It is a good idea to copy and paste the URL directly from the address window in your browser into the reference list of your document. **Deactivate the URL before submitting your paper.**
  - To deactivate a URL, right click on the URL and then select “Remove Hyperlink.”
- “Do not include retrieval dates unless the source material may change over time (e.g., Wikis)” (APA, 2010, p. 192).
- If your URL breaks between two lines, do not insert (or allow your word processor to insert) a hyphen. Break the URL before most punctuation (except http://), and do not add a period after the URL as this may cause problems with retrieval (APA, 2010, p. 192).
- Citations of personal communications in the body of your paper will not have corresponding entries in the reference list.
References