APA “QUICK GUIDE”

Introduction to Documentation Guidelines

Purpose:
The American Psychological Association (APA) has created documentation guidelines for writing source-based work in the Social Sciences (typically, Psychology, Sociology, Social Work).

Paper Formatting:
- Double-spaced throughout
- Running header: A running head appears on every page (shortened title, flush left; the actual term Running Head only appears on the title page).
- Page numbering: Single Arabic numbers appear flush right on every page, including the title page.
- Title Page: See the APA Manual for detailed information on how to set up a title page.

In-Text Citations:
- APA uses parenthetical in-text citations in an Author-Year-Page Number format, using “p” and the page number. Punctuation follows the parenthetical citation (see exceptions for Long Quotes, below).

Example: Some feminists write extensively about “inclusiveness in research methodology” (Kirsch, 1999, p. 22).

--If the author’s name is included in the sentence in which the citation appears, the year should be placed immediately after the author’s name, and the page number is included at the end of the sentence.


For works without authors, a partial form of the title of the work is included in the parentheses.

Example: The guidelines for teachers and administration are extensive in the new legislation (“No Child Left Behind,” 2001, p. 251).

- Punctuation follows the parenthetical citation (see exception for Long Quotes, below).

- All in-text citations MUST appear on the References page. The author’s last name or the first words of the partial title used in the in-text citation MUST correspond to the author’s last name or first words on the References page entry for that work.

Long Quotes:
- Quotations of forty words or more are “blocked”: indent the quote one tab (or five spaces) on the left side for the entire quote, and make the right side even with the right margin. Final punctuation comes after the last word of the sentence, not after the parenthetical citation, and no quotation marks are used.
Paraphrasing vs. Quoting:
- Page numbers are optional for paraphrasing, although they are considered helpful. Page number citations are mandatory for all quotations.

End of Text Citations:
- A References page is included at the end of the text, arranged alphabetically by authors’ last names or the titles of works. Only works that are directly cited in-text are included. The word “References” should be centered at the top of this page; do not use underlining, italics, bold face, or quotation marks.

- Entries on the References page are arranged by author’s last name, then first initial, separated by a comma. Example: Kirsch, G.

- If a work has no specific authors, alphabetize by title of the work. Example: “No child left behind”

- All lines after the first line of an entry on the References page should be indented five spaces from the left margin (one tab space). This is known as a “hanging indent.”

- Capitalization on the References page varies according to the type of work you are citing:
  - For books, capitalize only the first word of the title and the first word after a colon (Macbeth: The play that dare not speak its name). Italicize or underline the title.
  - For journal articles, the same capitalization rules apply, but do not italicize the title or use quotation marks for it. (The effect of Communism on the consumption of Wheaties.) (Note that proper names are still capitalized.)
  - For periodical titles, capitalize and italicize as you normally would (Wheaties and Communists Illustrated).

Citation formula for References page:

The diagram below shows the different parts of an entry on the References page, using the example of a journal article from an online source.

1) Author and Year of Publication
2) Title of journal article


3) Title of Journal
4) doi or url indicate online sources
1) Author and year of publication. Notice that full last names of authors are used, but only first initials. Additional authors are separated by commas after initials. Year of publication is included in parentheses after final author’s initials, followed by a period.

2) Title of journal article. Notice that only the first word is capitalized (see notes on Capitalization, above).

3) Journal title. Italicized, with full capitalization.

4) DOI or URL. This abbreviation at the end of the entry is used for online sources. Either the DOI number (digital object identifier) or the URL (the web site address) are included to help the reader locate the source online.