Formatting Quick Start

Note: These formatting rules apply to all parts of your paper.

Paper Sections: Headers go inside the margin:
» Title page: Title page header:
» Abstract: Running head: SHORTENED TITLE Last Name #
» Paper: 
» References: Header on all other pages:
SHORTENED TITLE Last Name #

References
» Italicize titles of books and journals, including the volume number of journals.
» Use a DOI (digital object identifier) whenever possible. It is usually on the first page of an article.
» Capitalize only the first word for article titles, book titles, subtitles, and chapter titles. Capitalize all significant words of a journal name.
» Alphabetize by the first significant word of the citation, whether an author or title.
» Authors' or editors' names are Surname, A. A. If the author has a suffix such as Jr., separate with a comma: Surname, A. A., Jr.
» For corporate authors (businesses and organizations), include the entire name. For editors, add (Ed.) or (Eds.) after the name(s).
» For articles with more than seven authors, list the first six names, followed by a comma and an ellipsis (three periods) and the last name in the list.
» Use the ampersand (&) sign rather than the word “and” before the last author's name in a list of up to six.
» If there is no author or editor, begin with the title.
» Only one space after “periods that separate parts of a reference citation” (APA, 2010, p. 87).

Citing references in the paper (parenthetical citations)

Paraphrased, author in text: Smith and Jones (2000) agree that the moon is made of green cheese.
Paraphrased: The moon is made of green cheese (Smith & Jones, 2000).
Direct quote: Experts agree “the moon is comprised of green cheese” (Smith & Jones, 2000, p. 134).
No author: Experts agree “the moon is comprised of green cheese” (Moon analysis, 2008, p. 134).
Up to 5 authors: “...green cheese” (Smith, Wilson, Jay, Kent, & Grey, 2000, p. 134).
6 or more authors: “...green cheese” (Smith, et al., 2000, p. 134).
Indirect/secondary citation: Hausinger's study .... (as cited in Smith & Jones, 2000).
2 different authors: Several studies show... (Hausinger, 2013; Smith & Jones, 2000).

» All sources cited in the text should be included in the Reference List.
» Use author and year. For a direct quote, include page number or paragraph number. [APA 6.11]
» If there is no author, use the first few words of the reference list entry and the year. [APA 6.15]
» Parenthetical references should immediately follow the quote, even in mid-sentence. [APA Table 6.1]
**DIGITAL SOURCES**


**ONLINE DATABASES**

[APA 7.01.1]


[APA 7.01.2]


[APA 7.01.3]


**E-BOOKS**

Note: include the version when possible. Library books: provider may be found in the URL.

[APA 7.02.20]


[APA 7.02.19]


[APA 7.02.19]


**VIDEOS & MUSIC**

[APA 7.11.77 & 7.07.49]


[APA 7.07.52]


[APA 7.07.52]

WEBSITES

Author, A., & Author, B. (date) Title. [Material description]. Website name

(edition or file #). Site sponsor, place. Retrieved from Website: URL

Basic Entry  [APA 7.03]

Corporate Author  [APA 7.02.32]

Visual Art on the Web  [APA 7.03]

Online Newspaper Article  [APA 7.01.11]

Online Magazine Article  [APA 7.01.8]

Online Lecture Notes & Presentation Slides

GOVERNMENT DOCUMENTS

Government Report  [APA 7.03.31]

Court Cases  [APA A7.03]
Loving v. Virginia, 388 U.S. 1-13 (1967)

U.S. Congress Publications: Unenacted Bills [APA A7.05]

U.S. Congress Publications: Enacted Bills (Laws/Statutes) [APA A7.05.16]

Electronic Resources Notes:

» URL vs DOI: Use a DOI when available. It will go in place of the URL in the reference. URLs are only required for web sites, not databases. Do not place a period after a URL or DOI.

» If no DOI, do a quick search to locate the home page for the journal, book, or report. Copy and paste the URL address directly onto your reference list. If you are unable to locate the web site, use the home page for the article source, i.e., the database (e.g. http://web.ebscohost.com).

» For open Web material, follow other source information with the statement: Retrieved from [source URL].

» When the URL leads to information on how to obtain the cited material, rather than to the material itself, use: Available from [source].

» Do not include retrieval/access dates.
MISCELLANIA

Advertisement [blog.apastyle.org, 2012, May]

Personal Interview/Communication [APA 6.20]
Because an interview is not recoverable, do not include it in the references list. You may cite in your paper as (K. Persson, personal interview, August 11, 2008)

Presentation, Speech, Lecture [blog.apastyle.org, 2009, October]
Cite according to the format of the recording or transcript to which you’re referring (video, book, etc). You may end up following the example for the secondary/indirect quote from the table on page 1.

PRINTED SOURCES

Author, A. A. (date) Title: Subtitle (edition, volume). Place of publication:
Publisher.

BOOKS

Basic Entry [APA 7.02]

Book with 2 - 7 authors [APA 7.02 & 6.27.Authors]
Note: For 8+ authors, include the first 6 authors’ names, then use “...” and the final author’s name.

Book with Editors and Edition Number [APA 7.02 & 6.27]

Chapter within Larger Work [APA 7.02]

Article Reprinted in an Edited Book/Anthology [APA 7.02.26]

Visual Art in a Book [APA 7.07 & 7.02]

Reference Book [APA 7.02.27]

NEWSPAPERS & MAGAZINES

Author, A. A. (Date). Article title. Publication Title, Volume(issue), Pages.

Magazine Article [APA 7.01.7]

Newspaper Article [APA 7.01.10]