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» Make margins one inch on all sides. Double space throughout.
» Font should be 12 point serif such as Times New Roman or Courier.
» Indent the first line of each paragraph ½”, except for the abstract or a block quote.
» Sections: Title page; Abstract; Body; References. Each new section should start on a new page. Body may include Introduction, Method, Results, and Discussion.
» Running head and page # should appear on all pages, including the title page. Left justify title; right justify page #.
» Title page requires Running head, Title, Author’s Name, and Institutional Affiliation.
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» All sources in the Reference list should be cited in the text.
» Double space with a hanging indent.
» 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.
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» 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.
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» 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).

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» 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.
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PARENTHETICAL REFERENCES: CITING REFERENCES IN THE PAPER

Paraphrased, author in text: Smith and Wilson (2000) agree that the moon is green cheese.

Paraphrased:
The moon is made of green cheese (Smith & Wilson, 2008).

Direct Quotation:
"The moon is green cheese" (Smith & Wilson, 2008, p. 100).

Direct Quotation, no page. #
"The moon is green cheese" (Smith & Wilson, 2008, para. 3).

Up to five authors
"...green cheese" (Smith, Wilson, Jay, Kent, & Grey, 2008, p. 5).

Six or more authors
"...green cheese" (Smith, et al., 2008, p. 5).

No author
"The moon is green cheese" (Moon analysis, 2008, p. 100)

Secondary Citation
Jay, Kent and Grey's study (as cited in Smith & Wilson, 2008)

» Use author and year. For a direct quote, include page number or paragraph number. [APA 6.11]

» Multiple authors, up to five, should all be cited. For six or more, use the first author’s surname & et al. [APA 6.12]

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