APA

For easy paper formatting help, use the APA template in Word.

Title Page

- In the header, type “Running head:” and a shortened version of the title (max. 50 characters, including spaces), left justified. Example: Running head: SHORT TITLE OF MY PAPER
- Insert the page number in the header, right justified (Be sure to use the “insert page number” function so the pages will be numbered automatically)
- Make sure everything in the header is in Times New Roman, 12 pt. font.
- Near the center of the title page, a little less than halfway down, in sentence case (not all CAPS), type your full paper title, your full name, and the college, all centered.
- See the sample title page below, and consult pg. 228-231 in the APA Manuel, 6th ed., for more information

Page Numbers

- Include the page number in the header, right justified, all caps
- Begin page numbering on the title page

First Page of Your Paper

- One-inch margins on all sides, page number at top right, running head (shortened title) at top left, all CAPS
- Full title of paper, sentence case, centered 1 inch from the top of the page. (Do not bold or italicize, but do capitalize the first letter of each word except for articles, conjunctions, and short prepositions. DO capitalize any word of four letters or more.)
- Entire paper, including headings, and references list, should be double-spaced (tables and figures may be single or 1 ½ spaced)
- Entire paper, including title page, header, and References page, should be in Times New Roman, 12 pt. font

In-Text Citations

- After direct quotes, paraphrases, summaries, and any other material from a source, put a parenthetical citation
- Include the date of publication right after the author’s last name in the sentence or in the citation at the end
- Include page numbers only if you are quoting a specific part of the source
  Ex. As Briggs (1970) observed, parents play an important role in building their children’s self-esteem because “children value themselves to the degree that they have been valued” (p. 14).
  Ex. Parents play an important role in building their children’s self-esteem because “children value themselves to the degree that they have been valued” (Briggs, 1970, p. 14).
  Ex. One study has found that only 68% of letters received by editors were actually published (Renfro, 1979).
  Ex. Renfro (1979) found that only 68% of letters received by editors were actually published.

List of References

- Sources directly sited in paper are placed on page called References
- Sources read as background but not used are on Bibliography page
- Both pages are alphabetized by author’s last name and are double spaced, with no additional space between the citations
- Each reference entry has a hanging indent

Sample Citations:

PRINT BOOK BY ONE AUTHOR

PRINT BOOK BY TWO OR MORE AUTHORS

SECTION IN A PRINT BOOK BY AN EDITOR

ARTICLE IN A PRINT REFERENCE WORK

ARTICLE IN A PRINT JOURNAL

ARTICLE IN A PRINT MAGAZINE

ARTICLE IN AN ELECTRONIC JOURNAL

WORLD WIDE WEB SITE

DOI = Digital object identifier, or permanent identifier. When available, use it instead of the URL. (GALILEO will show you the DOI when you use the “cite” button.)
Adolescent Depression and Attachment
Ima G. Student
Purdue University

Adolescent Depression and Attachment

Frequently, people encounter situations in their environment in which it is impossible to attend to all available stimuli. It is therefore of great importance for one’s attention processes to select only the most salient...

References


**APA Style Checklist**

As you write your papers, these tips may help you remember everything that is needed to successfully put together your APA paper.

### Title Page:

- **Title page has:**
  - Running head: SHORT ALL CAPS TITLE
    - This is flush left, 1/2 inch from the top. Page number 1 is flush right on the same line.
    - The title should exactly match the paper title but shortened if needed to accommodate no more than 50 spaces in length, including spaces.

- **Title information is included per my student guide:**
  - First letters of major words capitalized, double spaced, centered in the upper half of the page.
  - Times New Roman 12 pt. font, no use of bold, italics, underlining, or abnormal font.

- **My name is double spaced under the title.** It is not bold, underlined, or abnormal font.

- **The institutional affiliation is double spaced under my name.** It is not bold, underlined, or abnormal font.

- **Any other information required by my program is double spaced under the institutional affiliation.** It is not bold, underlined, or abnormal font.

- **The plagiarism statement is provided per my degree program’s specific instructions** (this is program specific and varies as to its placement on the first page, second page, or not used at all).

### General Formatting:

- **Each page header has the title in all caps, starting from the left margin, with the page number flush right, all on the same line.**
  - The header matches what was used on page 1 but the part “Running head” is omitted for the remainder of the pages.

- **Entire document is double spaced only.**

- **Margins are 1 inch on all sides, top, bottom.**

- **Heading levels are consistent with APA 6th ed.** (see [http://blog.apastyle.org/apastyle/2009/07/five-essential-tips-for-apa-style-headings.html](http://blog.apastyle.org/apastyle/2009/07/five-essential-tips-for-apa-style-headings.html))

- **Paragraphs in the body of the paper are indented 5-7 spaces or one tab stop.**

- **Spacing between sentences is 2 spaces.**

- **Lists can be enumerated or bulleted.** Within a single sentence for short lists, use the format (a), (b), etc. For a list of sentences or short paragraphs, use a list format:
  1.
  2.
  - Bullets can be used if it better describes the list, but not preferred, e.g. a lot of numbers are used in the list.

- **Personal pronouns and rhetorical questions only appear when necessary.**

- **Order sequence of my paper is:** Title Page, Abstract*, Body of Paper, References, Tables*, Figures*, Appendices* (I understand that the ones with asterisks are not required)

- **The paper title is repeated in full on the first page of the body of the paper.** Major words are capitalized and the rest are in small case.

- **I have not used contractions.**

- **I used the spell check on my word processor and read through the paper carefully to catch any typos, left out words, punctuation issues, etc.**

- **One I start typing the body of my paper, there are no forced page breaks until I have finished the body of the paper and am ready to type the References list.**

### Abstract (if required):

- **The abstract is on page 2.**

- **Header is without the words, Running head.** The header text is in all caps and page number 2 is flush right margin. All are on the same line. This continues throughout the remainder of the paper and should be set up using the word processor functionality of headers/footers. See the APA 6e Guide for help with this.

- **The page title Abstract is centered, 1 inch from the top of page.** It is not in bold, caps, and standard 12 pt. Times New Roman font.

- **The abstract is 150-250 words and is block style aligned to the left.**
In Text Citations:

- All sources cited in text are also in the References list with the exception of classical works (including the Bible*) and personal communication. *One exception to this is when quoting commentary (not actual Scripture) that is included with the Bible. In that case, cite per any other book entry.

- Direct quotations include the author (or title if no author), the date, and specific parts of the source (page #, paragraph #, or section title). (See the APA 6e Guide for examples).

- All quotations <40 words are enclosed in quotation marks. The in text parenthetical phrase comes before ending punctuation.

- All quotations >40 words are shown as an indented block quote with no additional beginning paragraph indenting. The parenthetical phrase comes after the punctuation.

- Paraphrasing is a restatement of the original source in my own words.

- Paraphrased in text citations include the author (or title if no author) and the date. (See the APA 6e Guide for examples). It is optional to include the specific page, paragraph, or section of a source that is paraphrased.

- For any multi author sources, for any sources with >3 and <6 authors they are all written out the first time, but subsequent use, I can use the first author followed by et al.

- If the information for the in-text citation is included in the body of the text I am writing and I have multiple authors, the word and is spelled out, Jones, Smith and Black (2010). If the information for the in text citation is all included in a parenthetical phrase an ampersand is used to separate the next to last and last authors, e.g. (Jones, Smith, & Black, 2010).

- For six or more authors, cite the surname of the first author and use, et al., the first time that source is used and any subsequent in text citation for that source.

- When an author is repeated within a paragraph, with no other sources used in between, I can omit the date. For a new paragraph, I have included all the elements of the in text citation per above.

- I have appropriately cited all secondary sources. See the APA 6e Guide.

References:

- The page title, References, is centered, 1 inch from the top of the page and starts a new page. Standard 12 pt. font should be used, without effects such as bolding, italics or underlining.

- All sources listed in the References have at least 1 corresponding in text citation.

- References are listed in alphabetical order.

- All lines are double spaced and for each entry the hanging indent is used. See the APA 6e Guide for instructions on formatting.

- For electronic articles, a DOI is used at the end, if available. See https://writing.wisc.edu/Handbook/PDF/APADocumentation_uwmadison_writingcenter_rev_feb2013.pdf

- For electronic articles, if there is no DOI, then use the publisher’s home web site. See https://writing.wisc.edu/Handbook/PDF/APADocumentation_uwmadison_writingcenter_rev_feb2013.pdf

- Only initials are used for first and/or second names of authors. There is a space between initials, e.g. Lewis, C. S.

- If there are multiple authors, they are listed in the order they appear on the original source. Authors in the references are separated by commas (even for 2 authors) and an ampersand is used before the last one.

- Titles of books, journals, technical reports are given in italics, as are journal volume numbers.

- Titles of books, journal articles, web sites are in lower case except for the first word, first word after a colon and any proper nouns.

- The title of a web page that is an article contained in a larger web site is not italicized. Likewise, journal article titles and book article titles are not italicized.

- For any citations ending with a URL all hyperlinking (blue, underline) is removed and there is no period at the end of the hyperlink.

- Issue numbers are enclosed in parenthesis and not formatted with italics.

- Paging is given as a range (e.g. 45-56) without using p. or pp. except for newspapers or magazines without a volume and issue number.

- Publication information (books) includes the state 2 letter code with the city and country written out for all international cities.

- All other sources, e.g. media, books, etc., are done per my APA book or the APA 6e Guide or the APA web site.

- I have not simply relied on the database output for APA style but rather have edited their output to conform to the rules of APA that I have been given.

General Editing and Grammar

- I have used spell check and grammar check in my word processing program and corrected any noted mistakes.

- I have read through my paper (even aloud) to determine flow and find any spelling errors that might not be found with spell check, e.g. using their when it should be there.